ABF SYSTEMS, INC.

Auto Body Estimator

Versions 33 & 35

Heavy Truck Collision Estimator 35

Cycle-Est 1.0

User Instruction Guide

UPDATED: February 2013

ABF Systems, Inc.
www.abfsystems.com
1-800-247-0872 or 1-209-267-1162

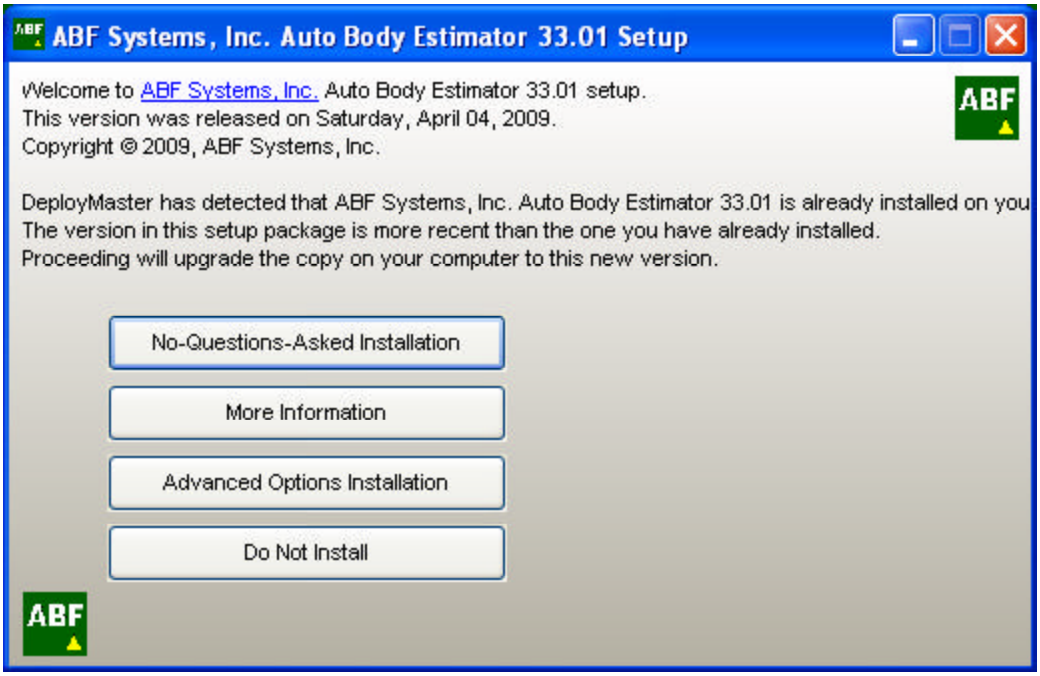
Installing the Program

From Windows Windows 8/7/Vista/XP/2000:

1) Close all open programs on the computer.

2) Insert the **ABF "Auto Body Estimator"** CD Disk in your CD Drive. It should start automatically. If not, then select "**RUN**" from the **Start Menu**.

3) If Drive D: is the Letter of the CD Drive, then type **D:\SETUP.EXE** and Click on the "OK" Button and follow the Prompts on the Screen.


ABF Systems, Inc. Auto Body Estimator 33.01 Setup
Welcome to ABF Systems, Inc. Auto Body Estimator 33.01 setup.
This version was released on Saturday, April 04, 2009.
Copyright © 2009, ABF Systems, Inc.
ABF
DeployMaster has detected that ABF Systems, Inc. Auto Body Estimator 33.01 is already installed on you
The version in this setup package is more recent than the one you have already installed.
Proceeding will upgrade the copy on your computer to this new version.
No-Questions-Asked Installation
More Information
Advanced Options Installation
Do Not Install
ABF

NOTE:
If your computer has a CD Drive Letter other than D:, then click on the Browse Button and select the appropriate Installation file -> ***E:/SETUP.EXE*** *or* ***F:/SETUP.EXE, etc.*** *that matches your CD Drive and Click on the "OK" Button and follow the Prompts on the Screen.*

You have successfully Installed your ABF Program. At the Desktop or Start Button Menu, Click on the ABF "Auto Body Estimator" Icon. If you should have any questions, please call us at 1-209-267-1162

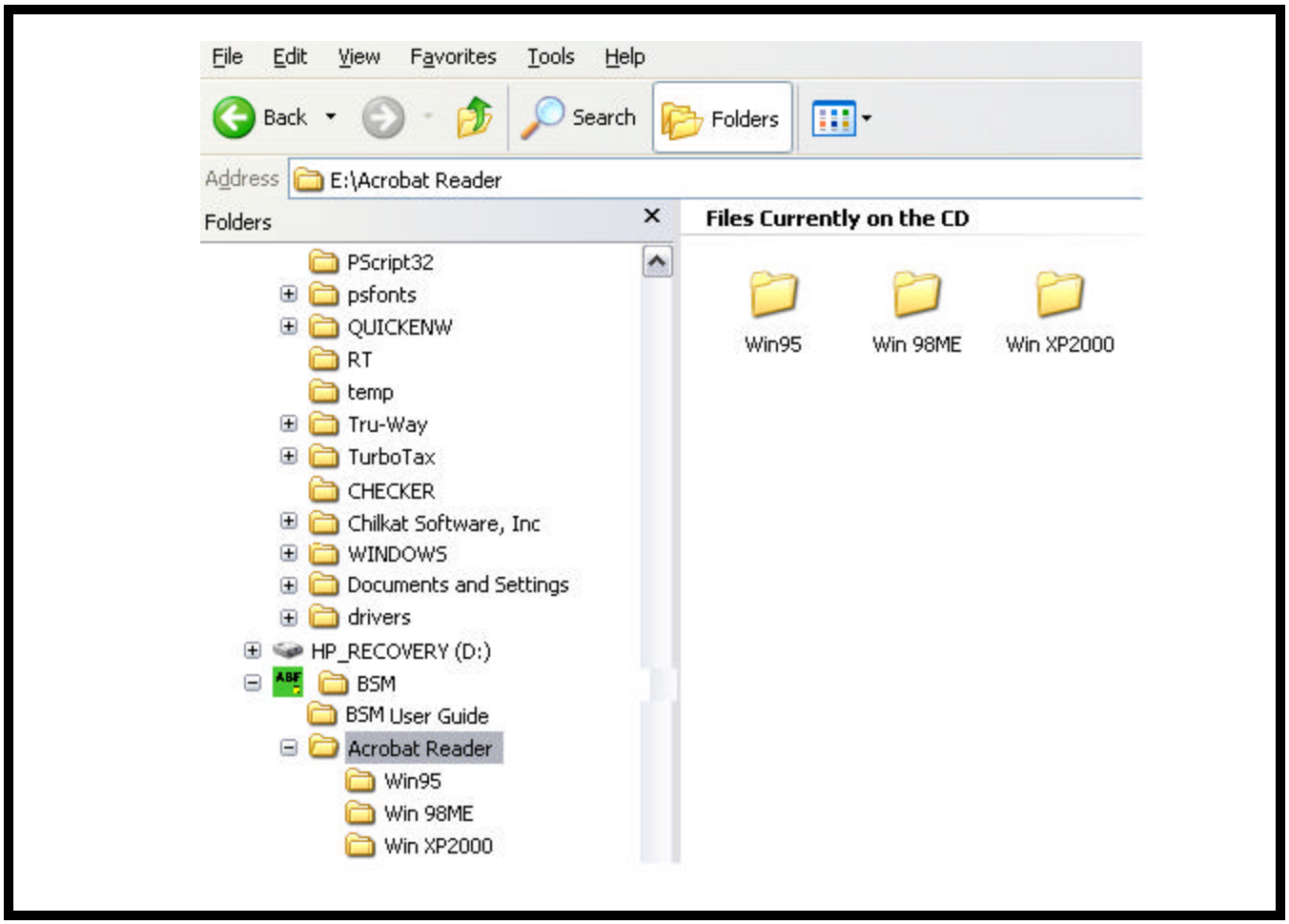
User Instruction Guide

This software program includes a User Guide that is in Adobe PDF Format. If your computer does not have Adobe Acrobat, this CD contains a Free version of Adobe Acobat to use in reading and printing the "Body Shop Manager" User Instruction Guide. To view theUser Guide on screen. Just Press the "**H**" Key at the Main Menu.

Installing Adobe Acrobat (Windows 8/ 7/XP/Vista/ 2000)

Insert the **ABF Program** CD Disk in your CD Drive. Select "**RUN**" from the **Start Menu**. Click the "**Browse**" Button to view the contents of the CD. Double Click on the Wix XP2000 Folder.

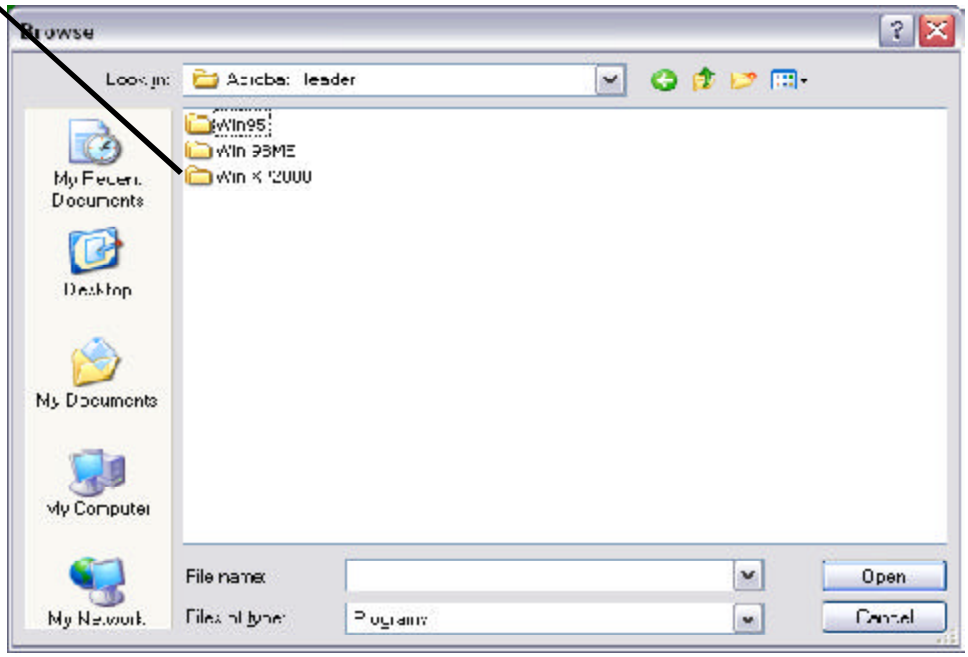
NOTE: If you are running Windows 98, then select the Win 98ME Folder.



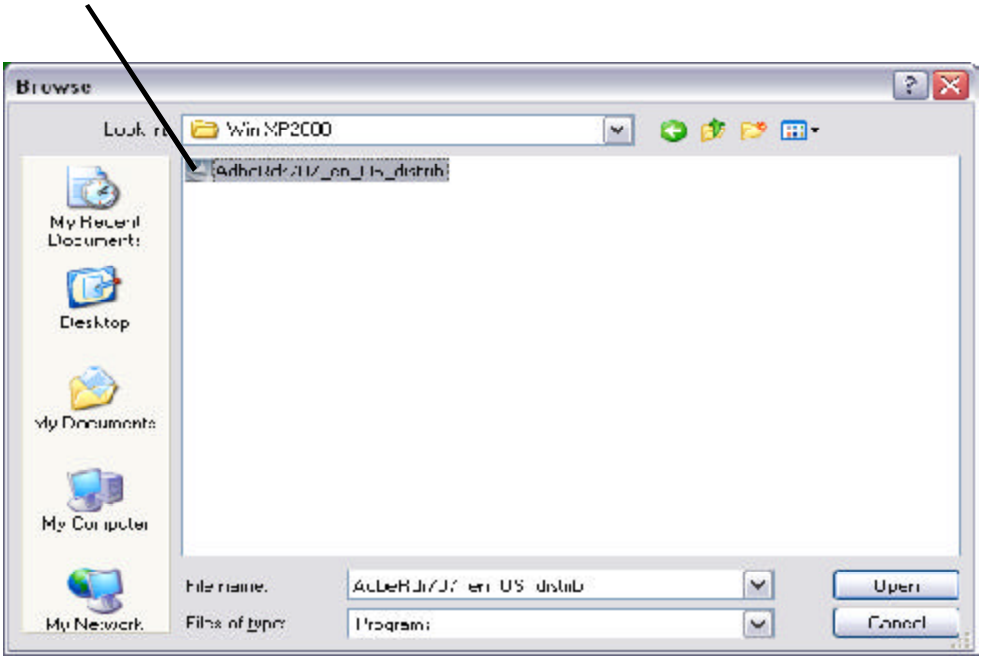
User Instruction Guide

Installing Adobe Acrobat (Vista/XP/2000) Cont'd.

Select the Win XP2000 Folder

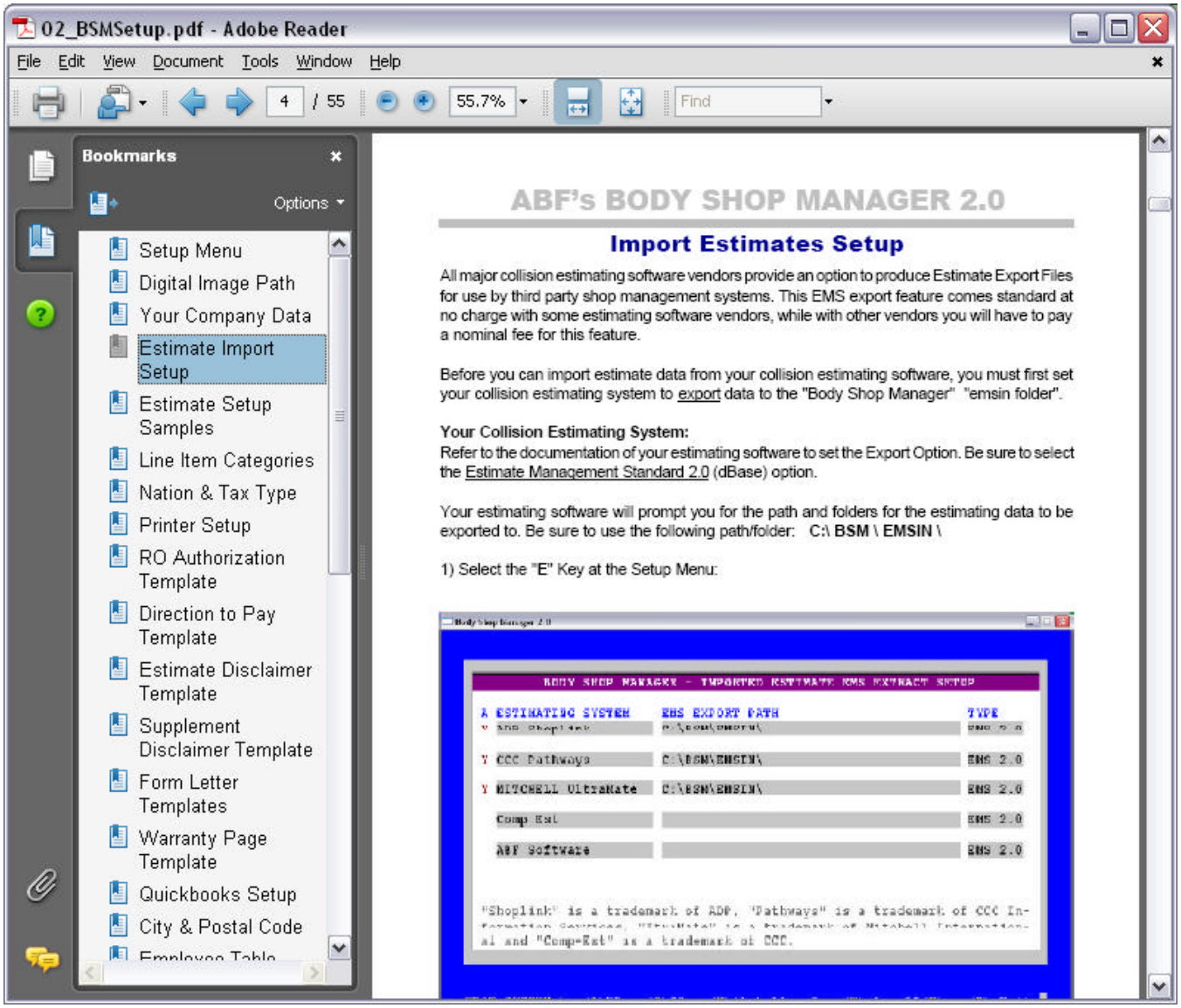


Double Click on the "AdbeRdr707_en_US_distrib" File. Follow all screen prompts.



Documentation & Help Files

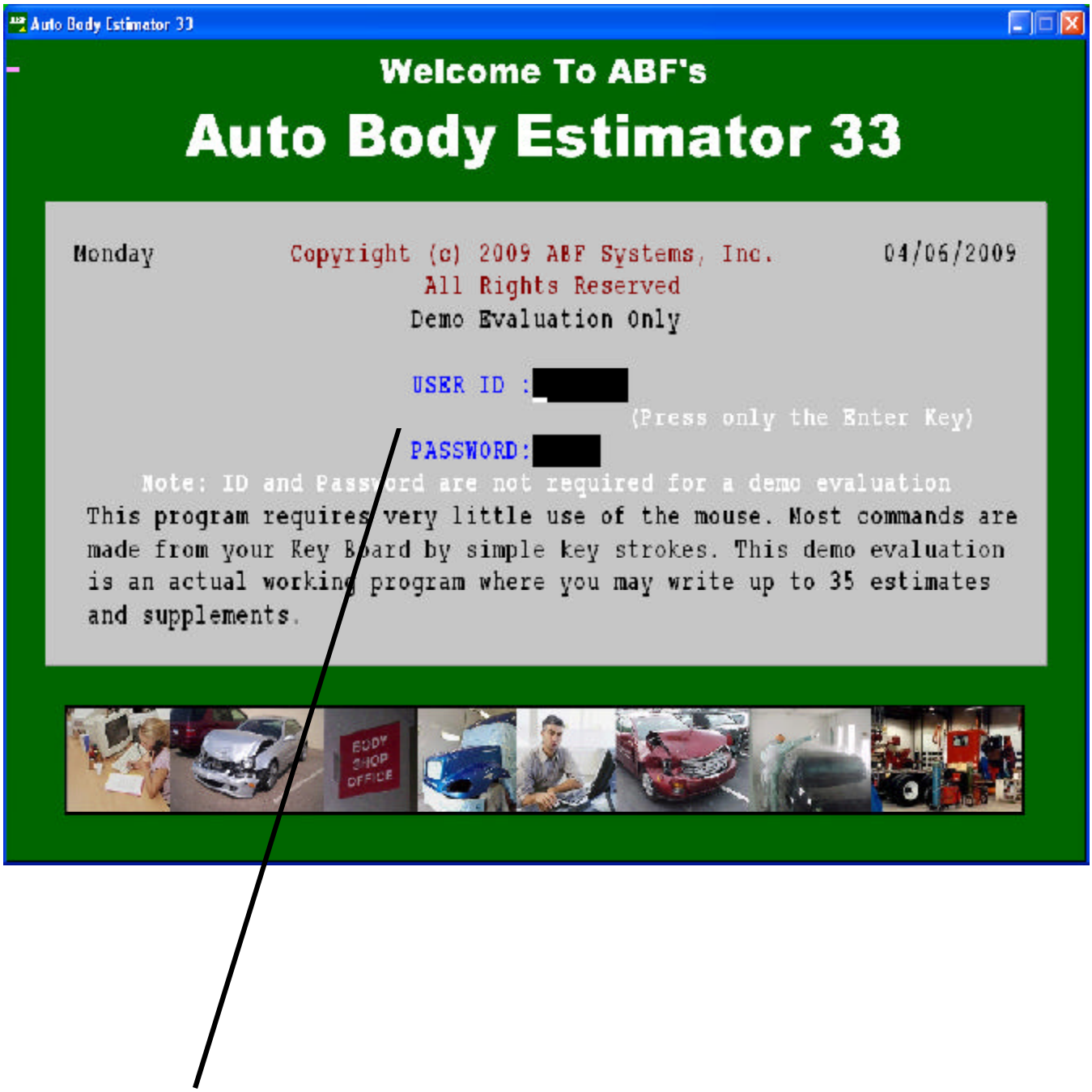
When navigating throughout the program, you may access the "Help Files" by pressing the "**H**" Key at any menu. The "Help Files" are selected digests of the User Instructions and are in PDF Format. Therefore it is important to have "Adobe Acrobat Reader" installed on your computer.


02_BSMSetup.pdf - Adobe Reader
File Edit View Document Tools Window Help
4 / 55
55.7%
Find
Bookmarks
Options
Setup Menu
Digital Image Path
Your Company Data
Estimate Import Setup
Estimate Setup Samples
Line Item Categories
Nation & Tax Type
Printer Setup
RO Authorization Template
Direction to Pay Template
Estimate Disclaimer Template
Supplement Disclaimer Template
Form Letter Templates
Warranty Page Template
Quickbooks Setup
City & Postal Code
ABF's BODY SHOP MANAGER 2.0
Import Estimates Setup
All major collision estimating software vendors provide an option to produce Estimate Export Files for use by third party shop management systems. This EMS export feature comes standard at no charge with some estimating software vendors, while with other vendors you will have to pay a nominal fee for this feature.
Before you can import estimate data from your collision estimating software, you must first set your collision estimating system to export data to the "Body Shop Manager" "emsin folder".
Your Collision Estimating System:
Refer to the documentation of your estimating software to set the Export Option. Be sure to select the Estimate Management Standard 2.0 (dBase) option.
Your estimating software will prompt you for the path and folders for the estimating data to be exported to. Be sure to use the following path/folder: C:\ BSM \ EMSIN \
1) Select the "E" Key at the Setup Menu:
BODY SHOP MANAGER - IMPORTED ESTIMATE EMS EXTRACT SETUP
A ESTIMATING SYSTEM
EMS EXPORT PATH
TYPE
Y CCC Pathways
C:\BSM\EMSIN\
EMS 2.0
Y MITCHELL UltraMate
C:\BSM\EMSIN\
EMS 2.0
Comp Est
EMS 2.0
ABF Software
EMS 2.0
"Shoplink" is a trademark of ADP, "Pathways" is a trademark of CCC In-
al and "Comp-Est" is a trademark of CCC.

Sample PDF Help File Page

First-Time User ID and Log-In

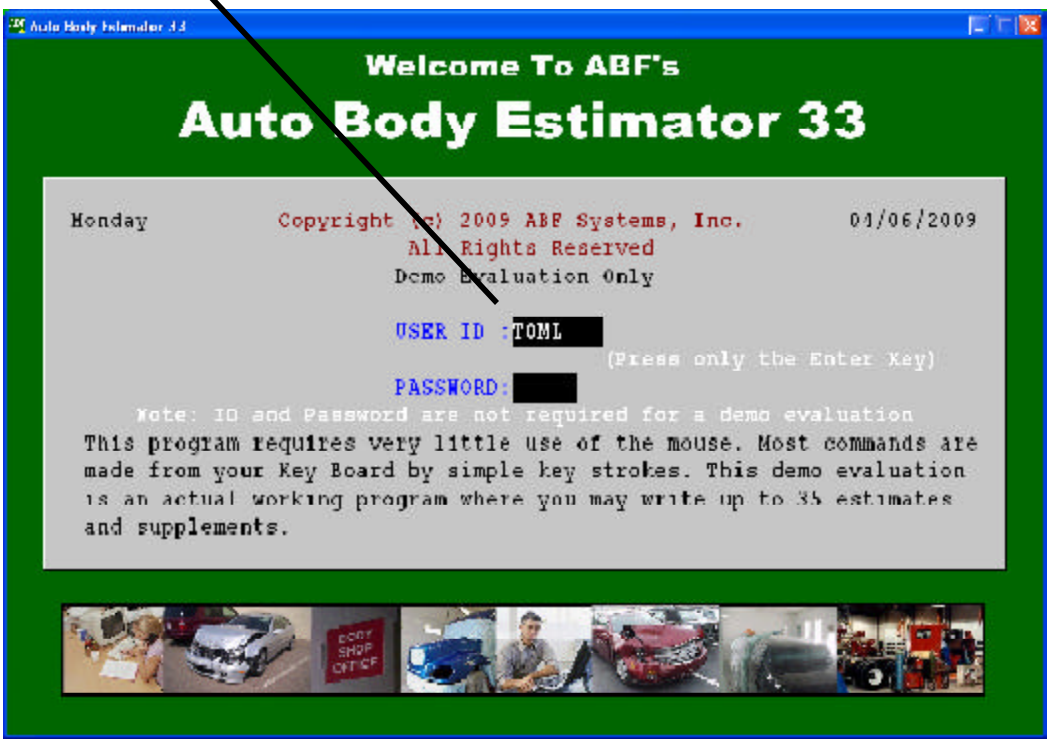
The very first time you use the "Auto Body Estimator 3.3" you will be prompted to Create a Supervisory Log-In User ID and 5 Digit Password. You may add additional users by going the Setup Menu and selecting the User ID option.


Auto Body Estimator 33
Welcome To ABF's
Auto Body Estimator 33
Monday
Copyright (c) 2009 ABF Systems, Inc.
All Rights Reserved
Demo Evaluation Only
04/06/2009
USER ID :
(Press only the Enter Key)
PASSWORD:
Note: ID and Password are not required for a demo evaluation
This program requires very little use of the mouse. Most commands are made from your Key Board by simple key strokes. This demo evaluation is an actual working program where you may write up to 35 estimates and supplements.

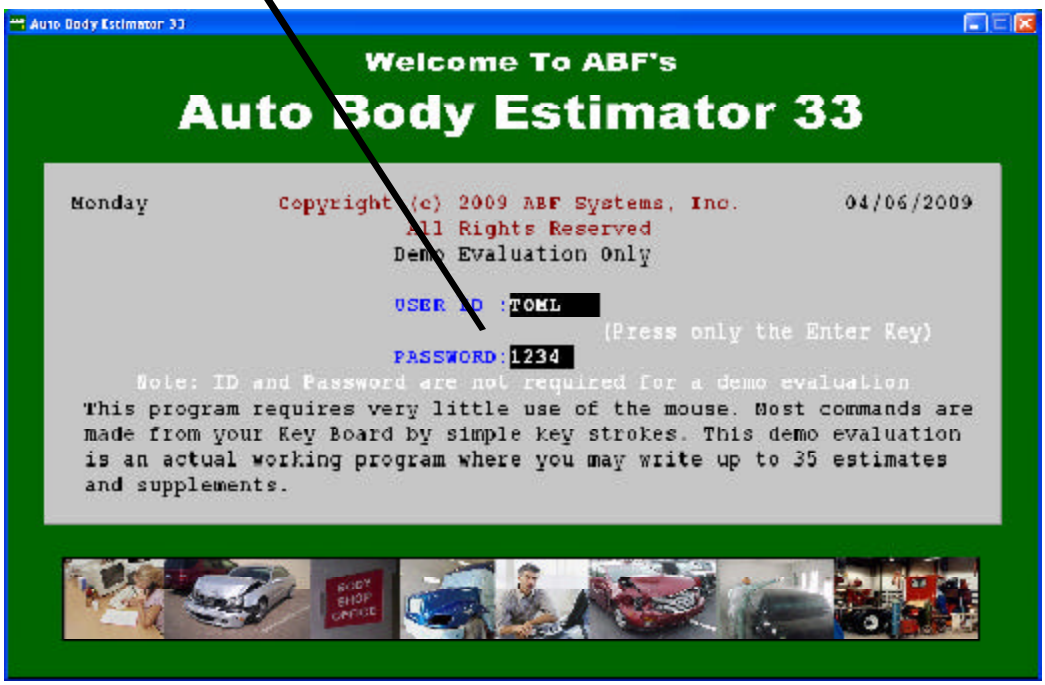
Be sure to remember your User ID and Password. Your Password must be 5 digits.

User ID and Password Log-In

Enter your User ID.

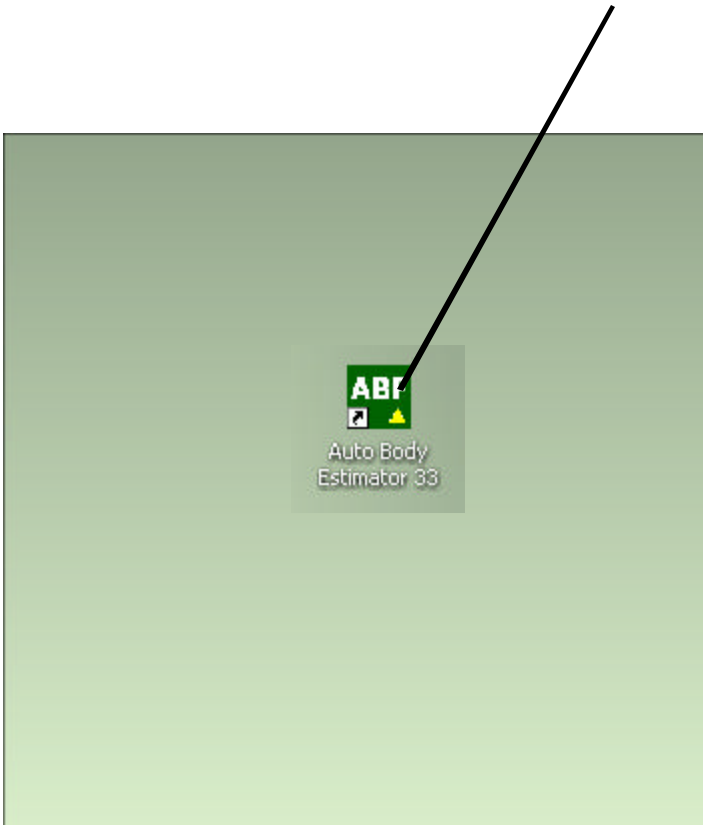

Welcome To ABF's
Auto Body Estimator 33
Monday
Copyright (c) 2009 ABF Systems, Inc.
All Rights Reserved
Demo Evaluation Only
04/06/2009
USER ID :TOML
(Press only the Enter Key)
PASSWORD:
Note: ID and Password are not required for a demo evaluation
This program requires very little use of the mouse. Most commands are made from your Key Board by simple key strokes. This demo evaluation is an actual working program where you may write up to 35 estimates and supplements.

After entering your User ID, enter your Password.


Welcome To ABF's
Auto Body Estimator 33
Monday
Copyright (c) 2009 ABF Systems, Inc.
All Rights Reserved
Demo Evaluation Only
04/06/2009
USER ID :TOML
(Press only the Enter Key)
PASSWORD:1234
Note: ID and Password are not required for a demo evaluation
This program requires very little use of the mouse. Most commands are made from your Key Board by simple key strokes. This demo evaluation is an actual working program where you may write up to 35 estimates and supplements.

Opening and Closing the Program

STARTING THE PROGRAM FROM WINDOWS:
At the Desktop or Start Button Menu, Click on the Auto Body Estimator Icon.



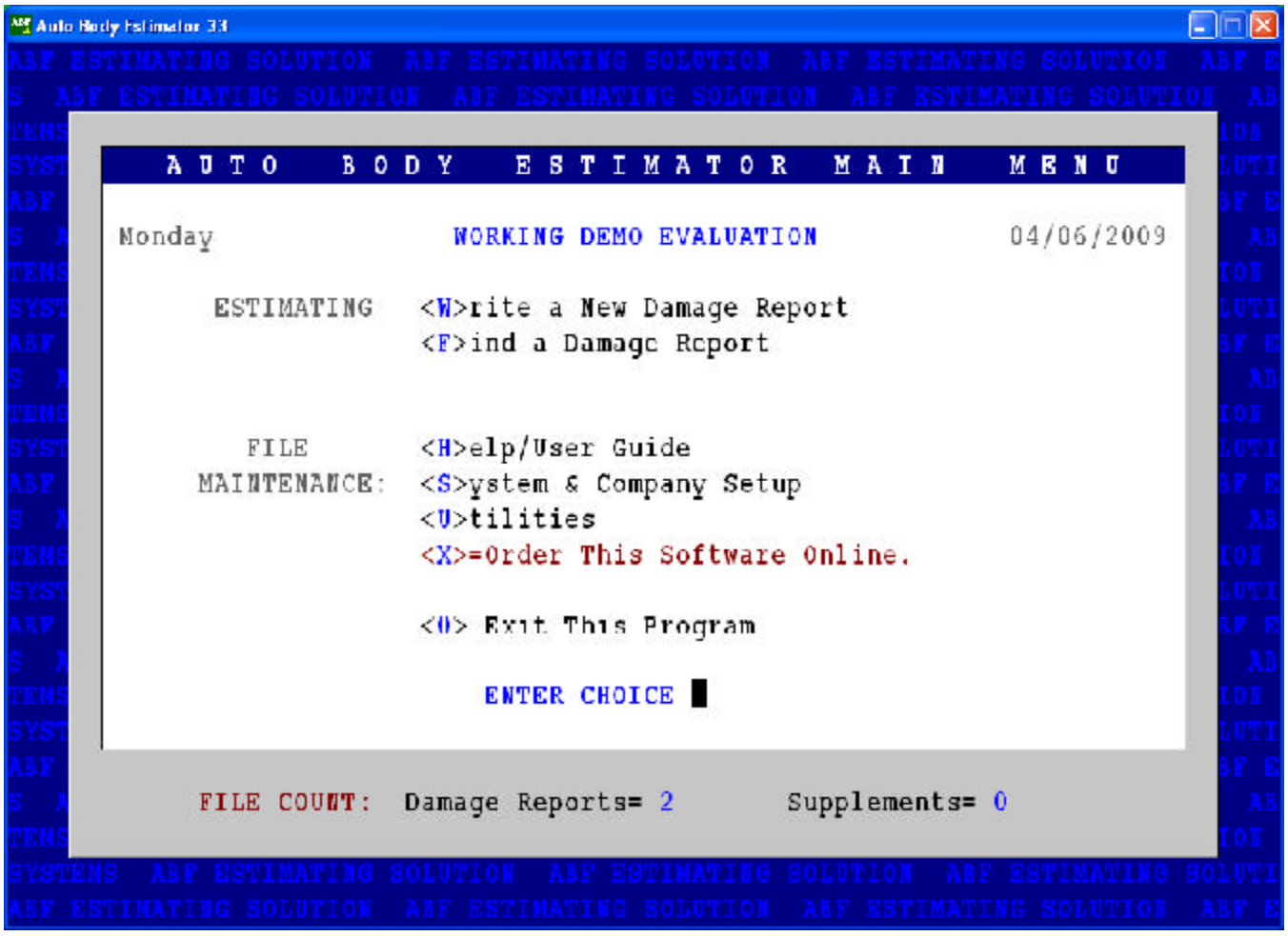
Your DeskTop

QUITTING THE PROGRAM:
At the Main Menu, Press the 0 (Zero) key to quit. This will bring you to back to your Desktop.

The Main Menu

After successfully logging in on the "Auto Body Estimator" program, the Main Menu will appear as shown below. From this point you can easily navigate throughout the entire program by selecting keyboard keys to get to the different Sub Menus for the various functions you want to perform.

As you can see, the selection process is very simple; select the W Key to write a new Damage Report, select the F Key to find current Damage Reports and Supplements, etc.



The Main Menu

QUITTING THE PROGRAM:
At the Main Menu, Press the 0 (Zero) key to quit. This will bring you to back to your Desktop.

Limitations and Disclaimer of Warranties

SOFTWARE LIMITATIONS: ABF Systems does not warrant that the Software will be free of errors or will meet your specific requirements. You assume complete responsibility for decisions made or actions taken based upon information or results obtained using this Software. Any statements made concerning the use of this Software are not to be construed as either expressed or implied warranties.

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YOUR PURCHASE AND USE OF THIS SOFTWARE CONSTITUTES ACCEPTANCE OF THE TERMS OF THIS DISCLAIMER.

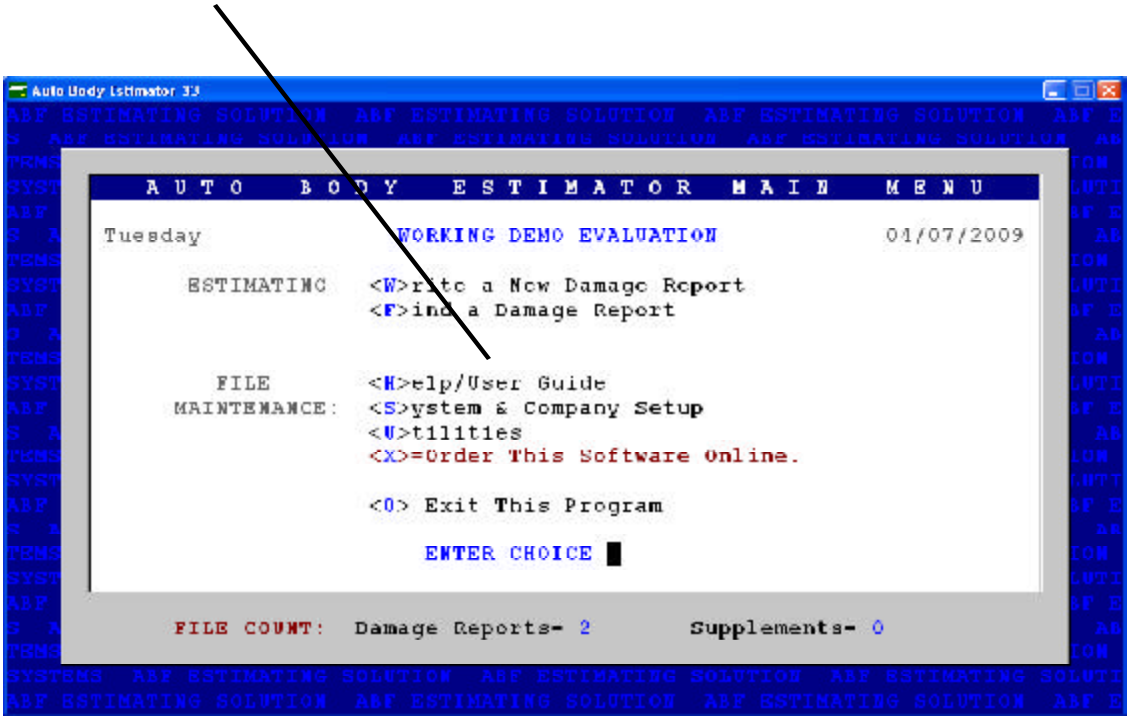
MINIMUM SYSTEM HARDWARE REQUIREMENTS

- **IBM PC Compatible**
- **Windows 8/7/Vista, XP, 2000**
- **800 Megahertz Processor and at least 512 Megabytes of RAM**
- **CD Rom Drive**
- **Hard Drive with at least 30.0 Megabytes available**
- **Windows Laser/Ink Jet Printer**

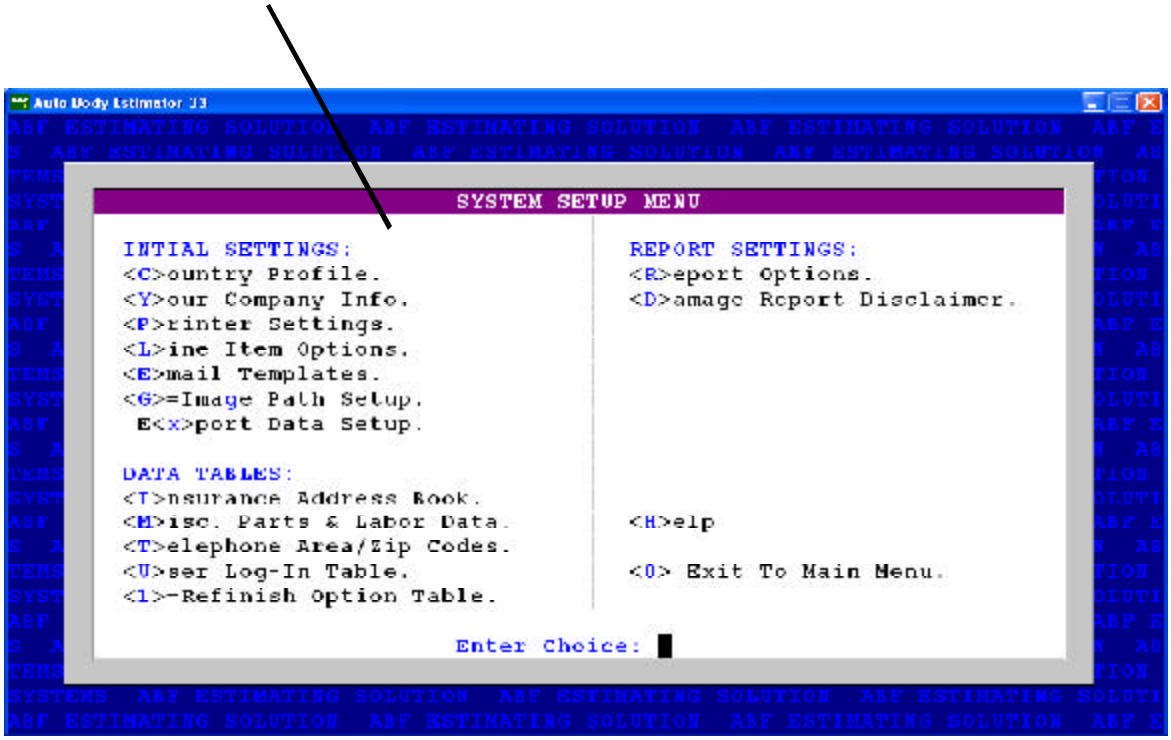
Note: The "Body Shop Manager" Loves Fast Machines!

System Setup Menu

From the Main Menu - Press the "S" key for System Setup.



Use System Setup to setup and customize the software features the way you want to see them.



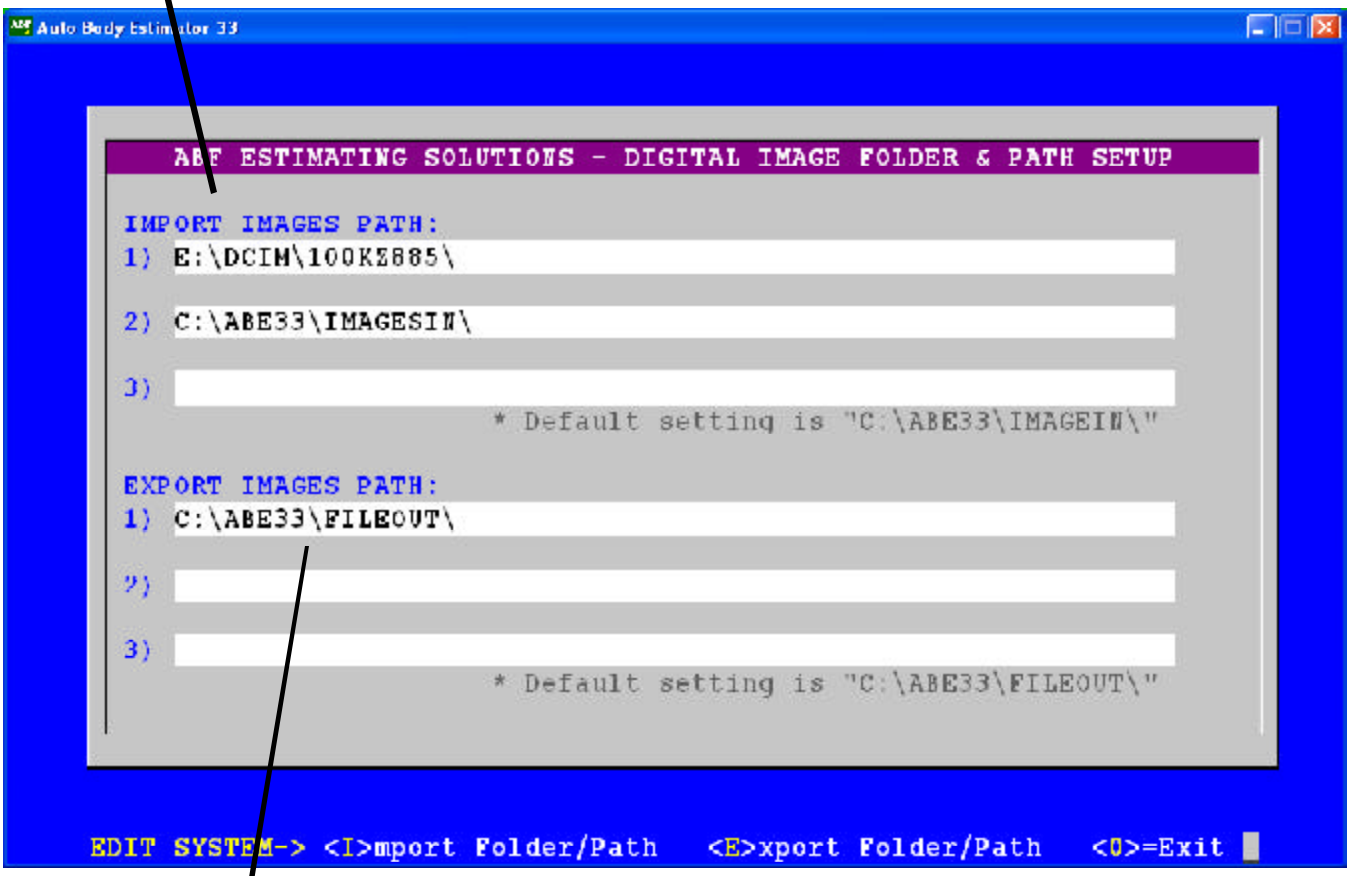
Digital Image Folder/Path Setup

At the Setup Menu, Press the "D" key.

Setting the Path for Importing/Exporting Digital Images:

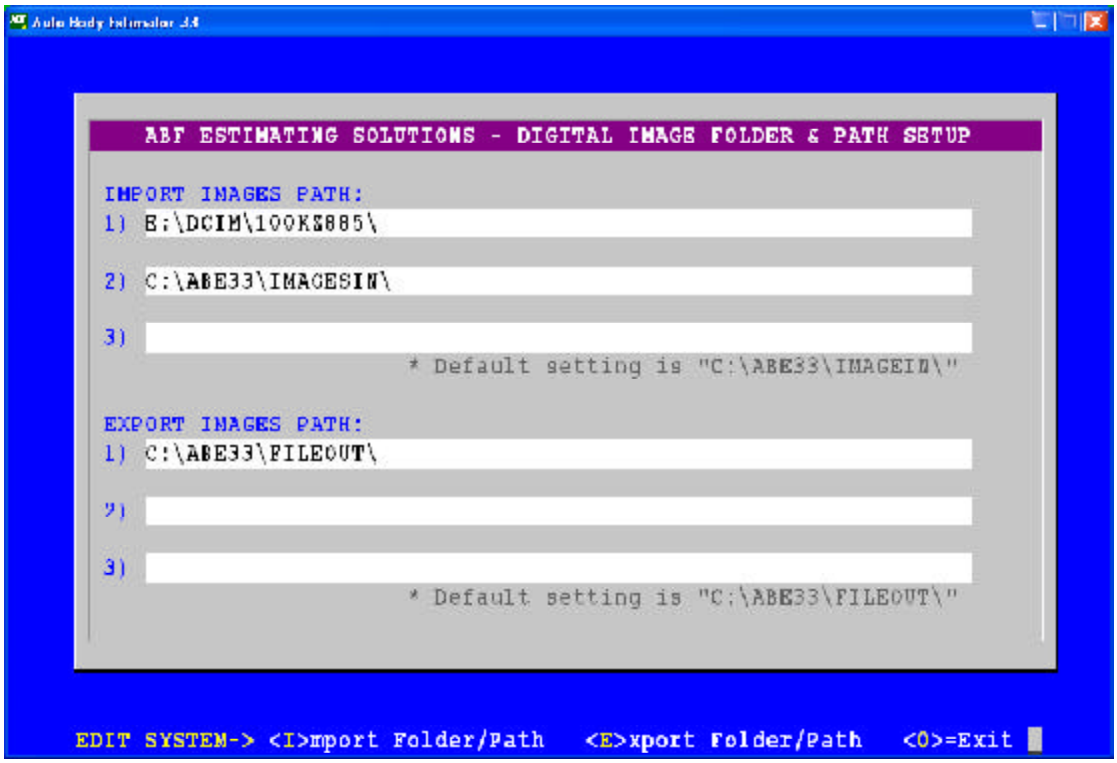
Use this set-up screen to list the drive and folder of your Digital Camera SD Card or Compact Flash Card and 2 other drives/folders that you want to import from. When importing images into the Repair Order, you will be prompted to select the drive and folder you have entered into this screen. This program will not import directly from a digital camera, but instead, it will import from the camera SD Card or CompactFlash from any USB Port.

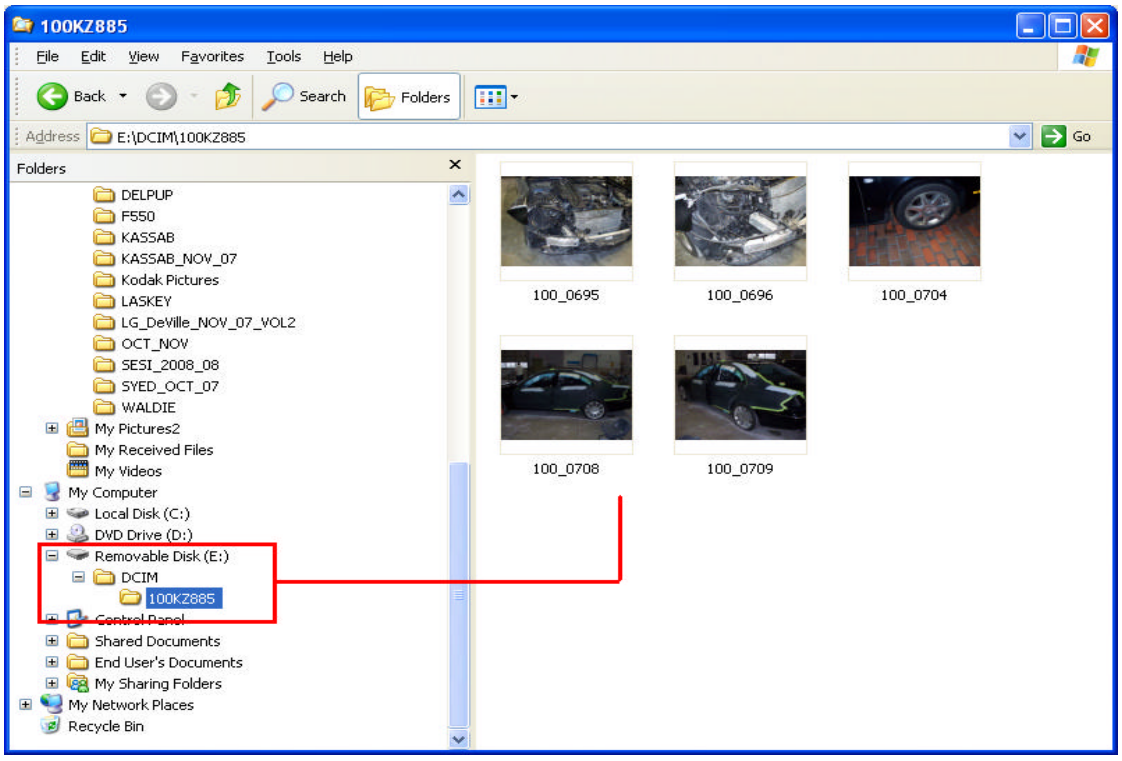
Press the "I" Key to enter up to 3 different drives and folders to import digital images from.



Press the "E" Key to enter up to 3 different drives and folders toexport digital images to. For example, a folder used to store digital images and / or store email photo attachments.

Digital Image Folder/Path Setup





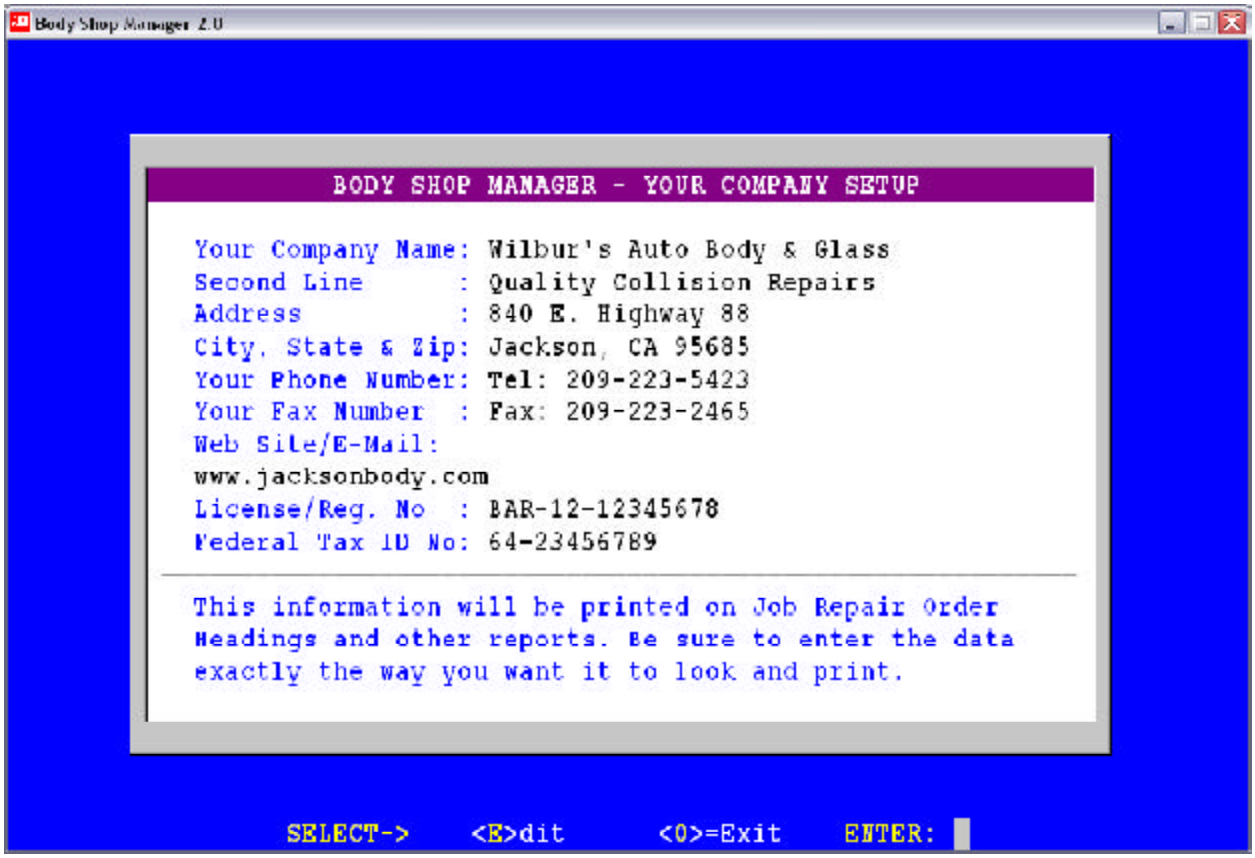
Your Company Setup

At the Setup Menu, Press the "Y" key.

Entering Your Company Information:

Your company name is already burned into the program. You may enter and/or modify your business address and phone number as it will appear on printed reports.

Enter your business address, license number, phone and fax numbers exactly the way you want it to show on the repair order and invoice report printouts.

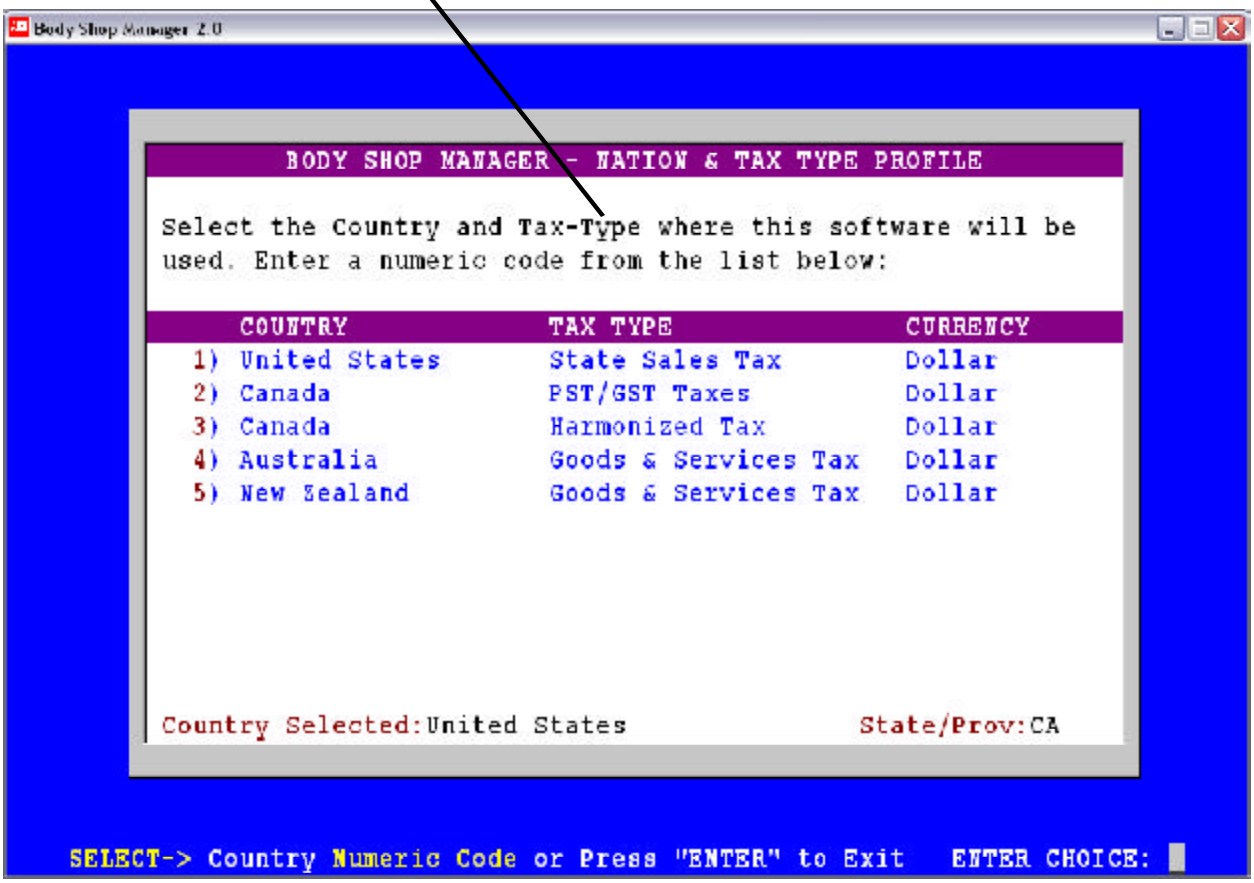

Body Shop Manager 2.0
BODY SHOP MANAGER - YOUR COMPANY SETUP
Your Company Name: Wilbur's Auto Body & Glass
Second Line : Quality Collision Repairs
Address : 840 E. Highway 88
City, State & Zip: Jackson, CA 95685
Your Phone Number: Tel: 209-223-5423
Your Fax Number : Fax: 209-223-2465
Web Site/E-Mail:
www.jacksonbody.com
License/Reg. No : BAR-12-12345678
Federal Tax ID No: 64-23456789
This information will be printed on Job Repair Order Headings and other reports. Be sure to enter the data exactly the way you want it to look and print.
SELECT-> <E>dit <0>=Exit ENTER:

Nation/Tax Type Setup

At the Setup Menu, Press the "N" key:

At the Setup Menu, Press the "N" key.
Use this set-up screen to Select the Nation, State/Province and Tax Type for the location of where this software is to be used.

The Repair Order will then reflect local taxation and business customs.

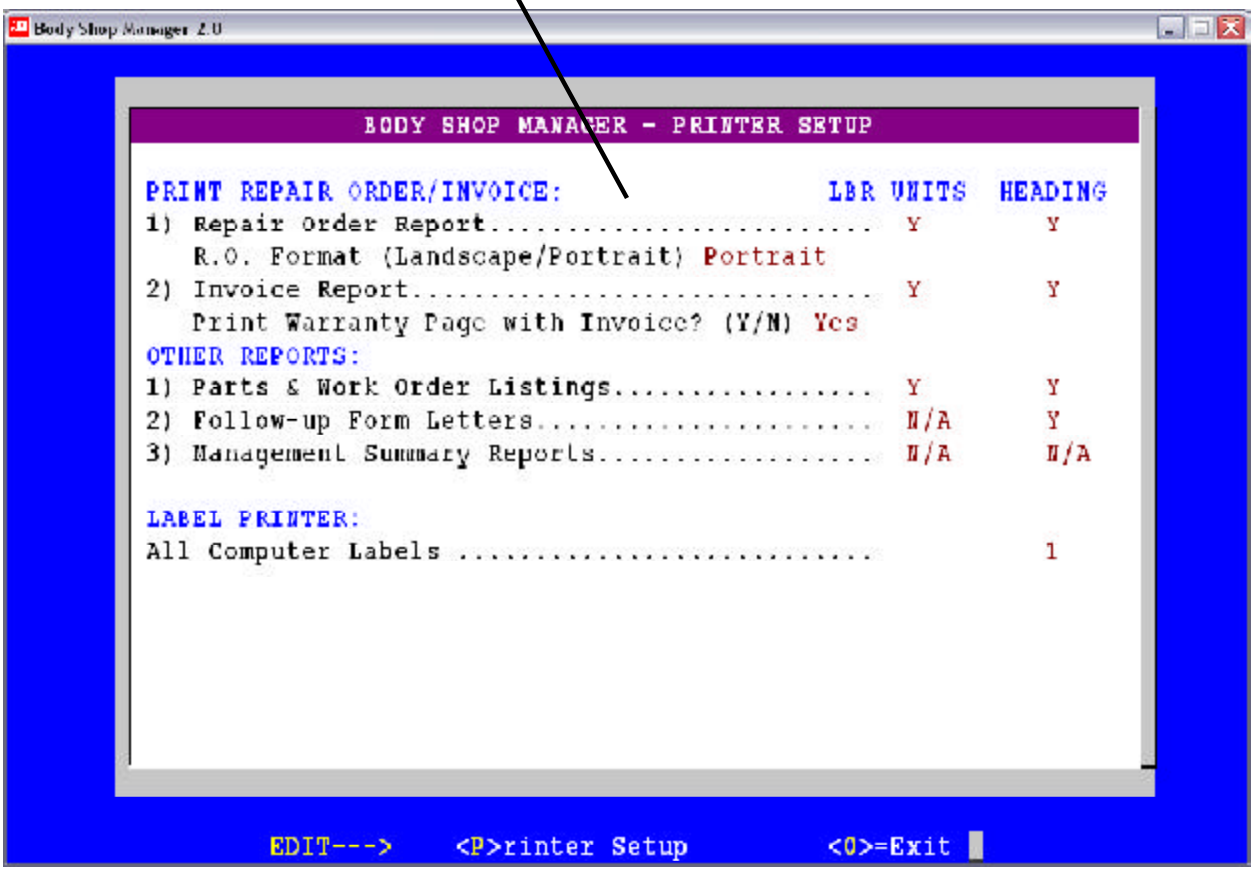


Printer Setup

At the Setup Menu, Press the "P" key.

The Body Shop Manager prints to the Windows Default Printer (Laser or Inkjet). The default Windows Printer is the printer you specified in your Windows PrinterSetup.

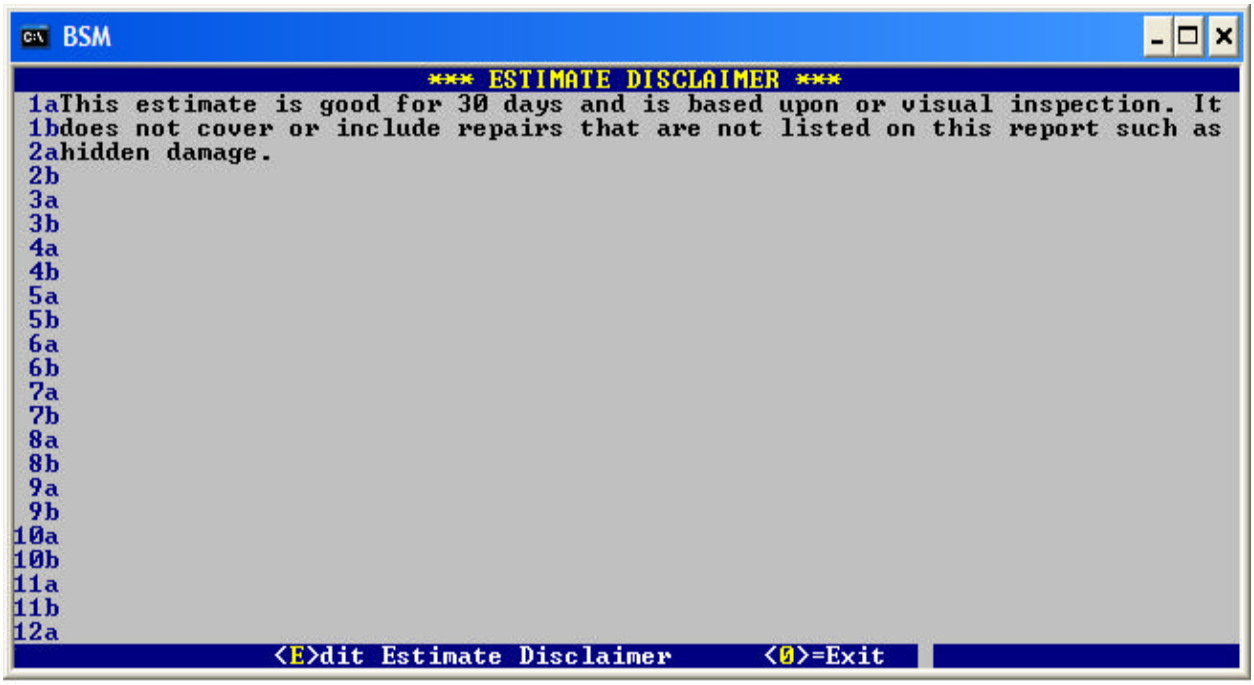
Below is a sample screen of the Body Shop Manager Printer Setup.


Body Shop Manager 2.0
BODY SHOP MANAGER - PRINTER SETUP
PRINT REPAIR ORDER/INVOICE:
LBR UNITS
HEADING
1) Repair Order Report..... Y Y
R.O. Format (Landscape/Portrait) Portrait
2) Invoice Report..... Y Y
Print Warranty Page with Invoice? (Y/N) Yes
OTHER REPORTS:
1) Parts & Work Order Listings..... Y Y
2) Follow-up Form Letters..... N/A Y
3) Management Summary Reports..... N/A N/A
LABEL PRINTER:
All Computer Labels 1
EDIT---> <P>rinter Setup <0>=Exit

Damage/Supplement Report Disclaimer Template

At the Setup Menu, Press the "E" key.

The Body Shop Manager program offers an option to write manually entered estimates from within the program. You can modify or rewrite the Estimate Disclaimer wording that is printed out on the Estimate form. Press the "E" Key for Edit. A line that reads **1a** prints on the left half of the page and a line that reads **1b** is a continuation of line 1a and prints towards the remaining right side of the page.



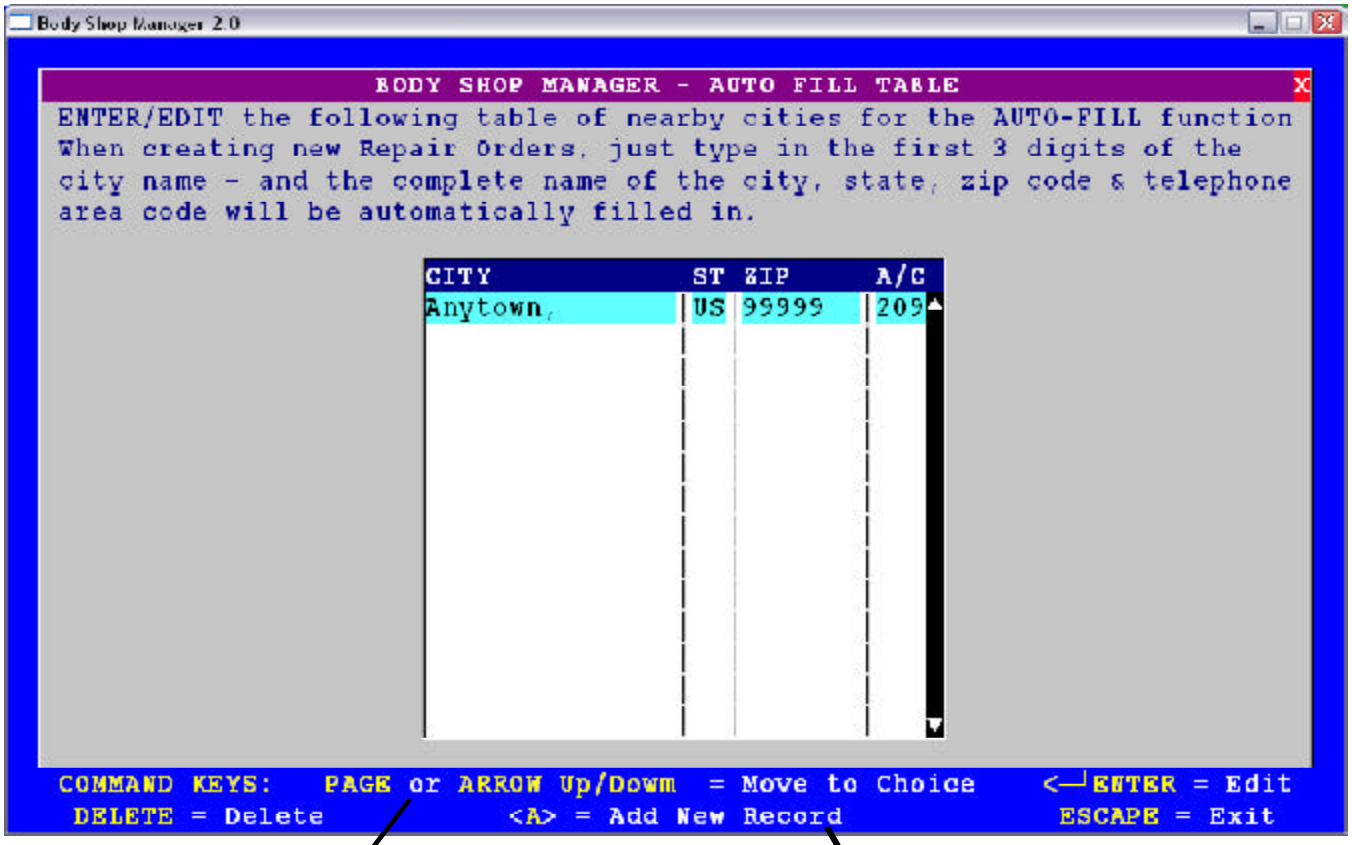
Notice: The wording that comes with the program is a sample only and may or may not meet applicable laws of your state or province. You and you alone are responsible for the legal wording of this Estimate Disclaimer. For legal advice, you may want to seek the advice of an attorney.

City & Postal Codes

At the Setup Menu, Press the "C" key.

The Body Shop Manager has an "Auto-Fill" feature when you are entering city, state and postal zip code information.

The program searches the table shown below for automatic entry. To make the best use of this feature, add your city, state and zip code data as well as the data from surrounding cities where your customers reside.


Body Shop Manager 2.0
BODY SHOP MANAGER - AUTO FILL TABLE
ENTER/EDIT the following table of nearby cities for the AUTO-FILL function
When creating new Repair Orders, just type in the first 3 digits of the
city name - and the complete name of the city, state, zip code & telephone
area code will be automatically filled in.
CITY
ST
ZIP
A/C
Anytown,
US
99999
209
COMMAND KEYS: PAGE or ARROW Up/Down = Move to Choice
<—┘ENTER = Edit
DELETE = Delete
<A> = Add New Record
ESCAPE = Exit

Use the Up and Down Arrow Keys to browse the table.

Press the "Enter" Key to Edit.

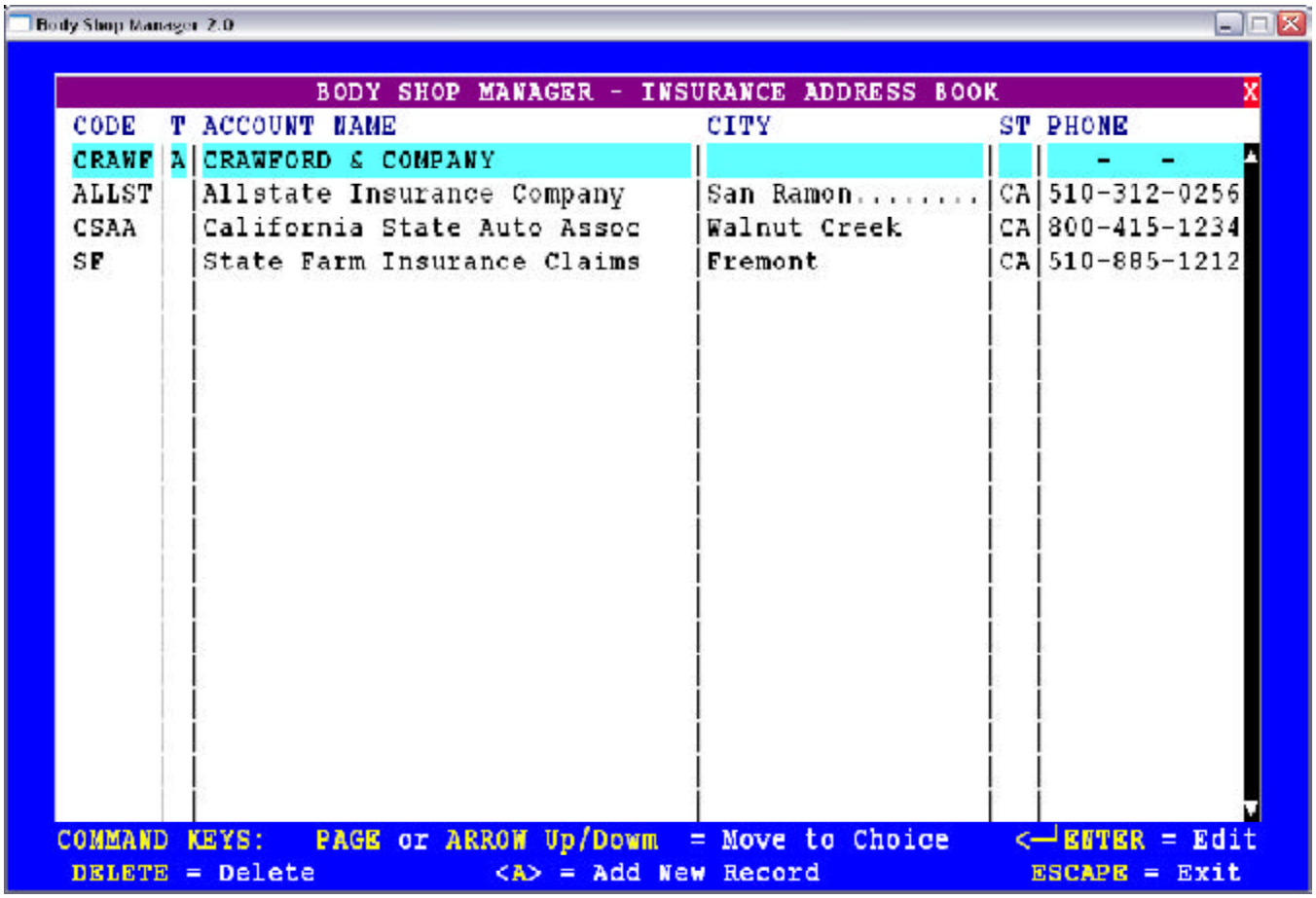
To Add a New Description, go to the last record of the table and Press the Down Arrow Key.

Insurance Address Book

At the Setup Menu, Press the "I" key.

It is important to keep a table of Insurance Companies, Independent Adjusters, Agents and Damage Appraisers that you do business with. By having this table, you can use it both as a contact phone/ address book and as a tool to save entry time on Repair Orders. When creating a Repair Order, you simply select the account from the Insurance Account Table and all address, phone, fax and email data is entered by the press of a key.

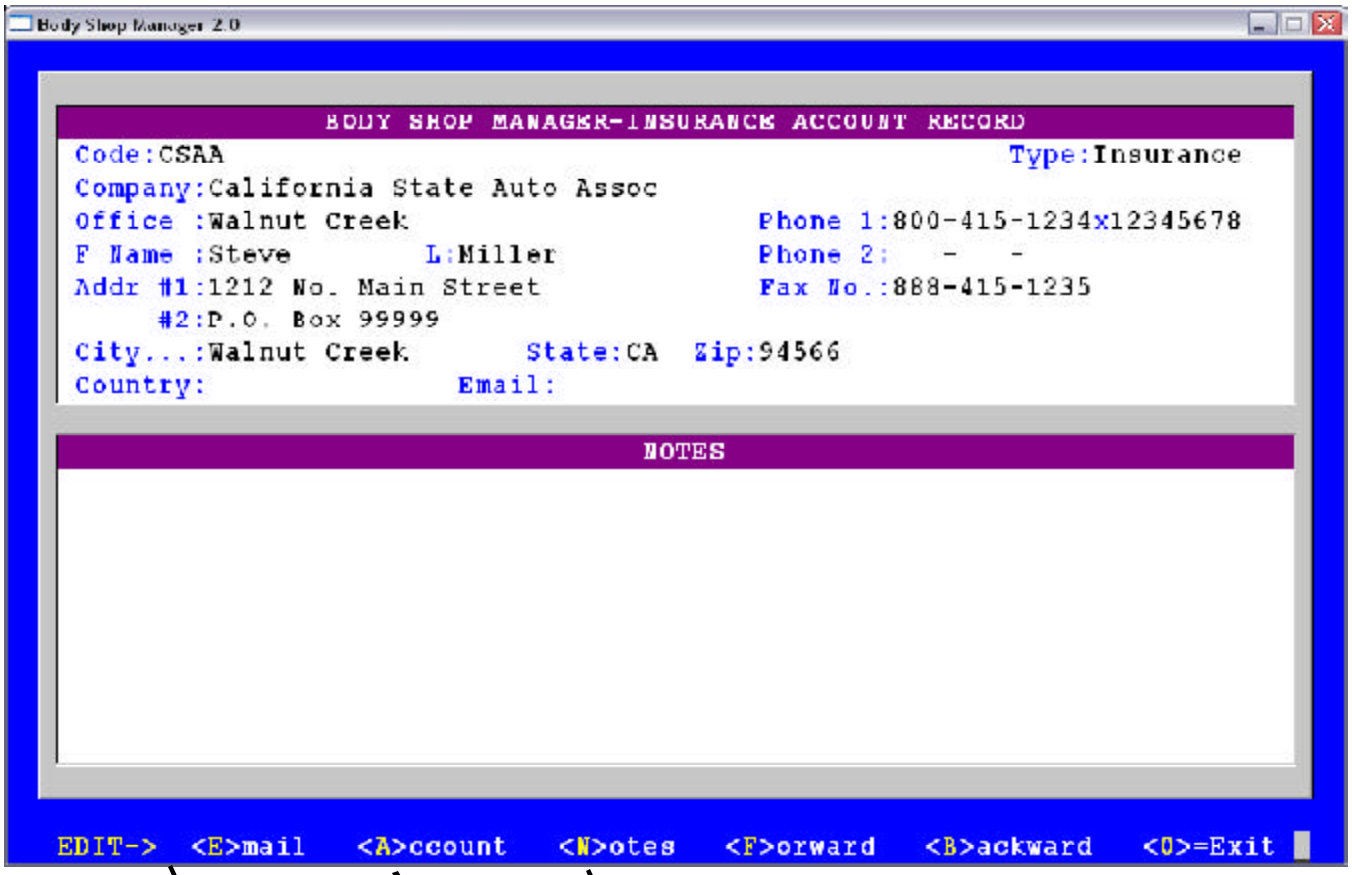
Use the Up and Down Keys to browse through the Insurance Accounts Table. Press the "Enter" Key to View the Account Record.


Body Shop Manager 2.0
BODY SHOP MANAGER - INSURANCE ADDRESS BOOK
CODE T ACCOUNT NAME CITY ST PHONE
CRAWF A CRAWFORD & COMPANY - -
ALLST Allstate Insurance Company San Ramon..... CA 510-312-0256
CSAA California State Auto Assoc Walnut Creek CA 800-415-1234
SF State Farm Insurance Claims Fremont CA 510-885-1212
COMMAND KEYS: PAGE or ARROW Up/Down = Move to Choice <-ENTER = Edit
DELETE = Delete <A> = Add New Record ESCAPE = Exit

Insurance Address Book Record

Below is the Insurance Address Record Screen for viewing and editing individual records.

Use the Menu Key Display at the bottom of the screen to navigate and edit the Insurance Address Record.



Press the "N" Key to edit the notes of Account Record.

Press the "A" Key to edit the Account Record.

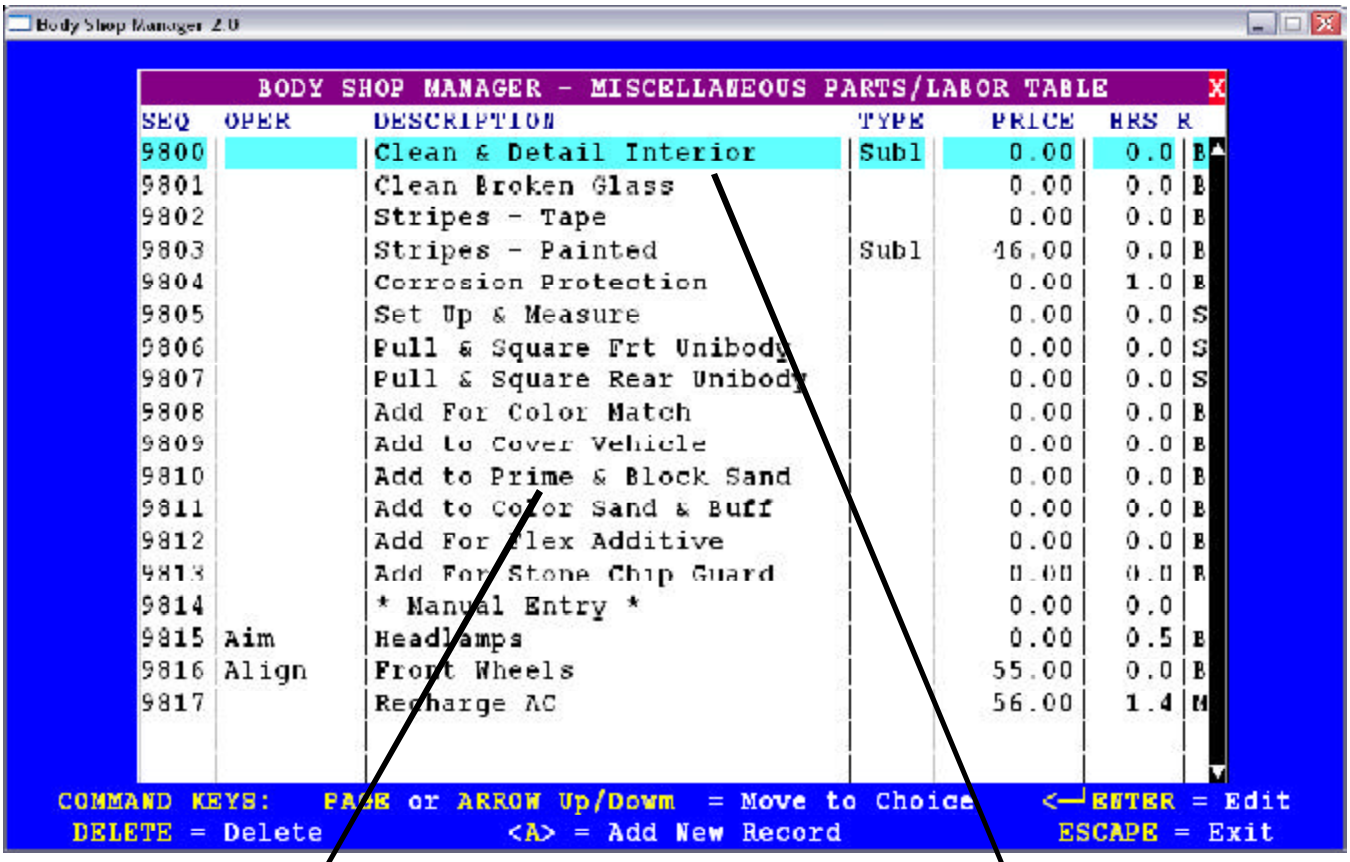
Press the "E Key to email at the email address listed in this record.

Miscellaneous Items Data Table

At the Setup Menu, Press the "M" key.

This table is used to Add Miscellaneous Line Items to the Repair Order when writing a new Repair Order, or when you need to add some unique charges to an existing Repair Order. This table is also used by the Manual Estimating module when writing manually entered estimates.

Use the Up and Down Keys to browse through the Insurance Accounts Table. Press the "Enter" Key to View the Account Record.


Body Shop Manager 2.0
BODY SHOP MANAGER - MISCELLANEOUS PARTS/LABOR TABLE
SEQ OPER DESCRIPTION TYPE PRICE HRS R
9800 Clean & Detail Interior Subl 0.00 0.0 B
9801 Clean Broken Glass 0.00 0.0 B
9802 Stripes - Tape 0.00 0.0 B
9803 Stripes - Painted Subl 16.00 0.0 B
9804 Corrosion Protection 0.00 1.0 B
9805 Set Up & Measure 0.00 0.0 S
9806 Pull & Square Frt Unibody 0.00 0.0 S
9807 Pull & Square Rear Unibody 0.00 0.0 S
9808 Add For Color Match 0.00 0.0 B
9809 Add to Cover Vehicle 0.00 0.0 B
9810 Add to Prime & Block Sand 0.00 0.0 B
9811 Add to Color Sand & Buff 0.00 0.0 B
9812 Add For Flex Additive 0.00 0.0 B
9813 Add For Stone Chip Guard 0.00 0.0 B
9814 * Manual Entry * 0.00 0.0
9815 Aim Headlamps 0.00 0.5 B
9816 Align Front Wheels 55.00 0.0 B
9817 Recharge AC 56.00 1.4 M
COMMAND KEYS: PAGE or ARROW Up/Down = Move to Choice <ENTER = Edit
DELETE = Delete <A> = Add New Record ESCAPE = Exit

Use the Up and Down Arrow Keys to browse the table.

Press the "Enter" Key to Edit.

To Add a New Line, go to the last record of the table and Press the Down Arrow Key.

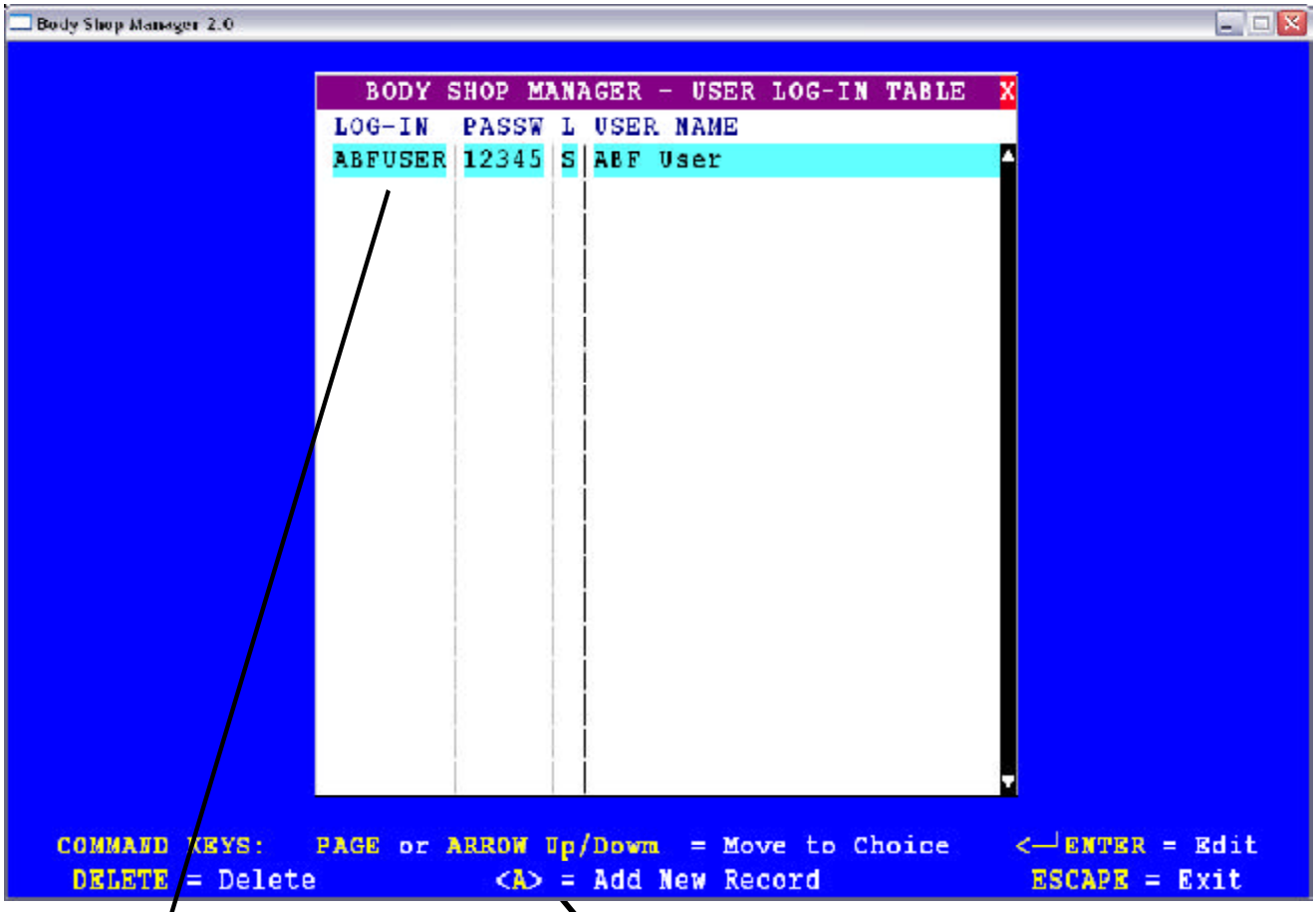
User ID & Log-In Table

At the Setup Menu, Press the "U" key.

This table is used to store the Body Shop Manager software user Log-In Names and Passwords for those who will have access to the program. To edit this table, you must be at a Supervisory Level.

The Log-In Name may be any combination of letters or numbers up to 7 digits in length. Do not use spaces or other keyboard symbols.

The Password can be any combination of letters or number and has to be 5 digits in length. Not 5 or less digits, - but 5 digits. Do not use spaces or other keyboard symbols.


Body Shop Manager 2.0
BODY SHOP MANAGER - USER LOG-IN TABLE
LOG-IN PASSW L USER NAME
ABFUSER 12345 S ABF User
COMMAND KEYS: PAGE or ARROW Up/Down = Move to Choice <—┘ENTER = Edit
DELETE = Delete <A> = Add New Record ESCAPE = Exit

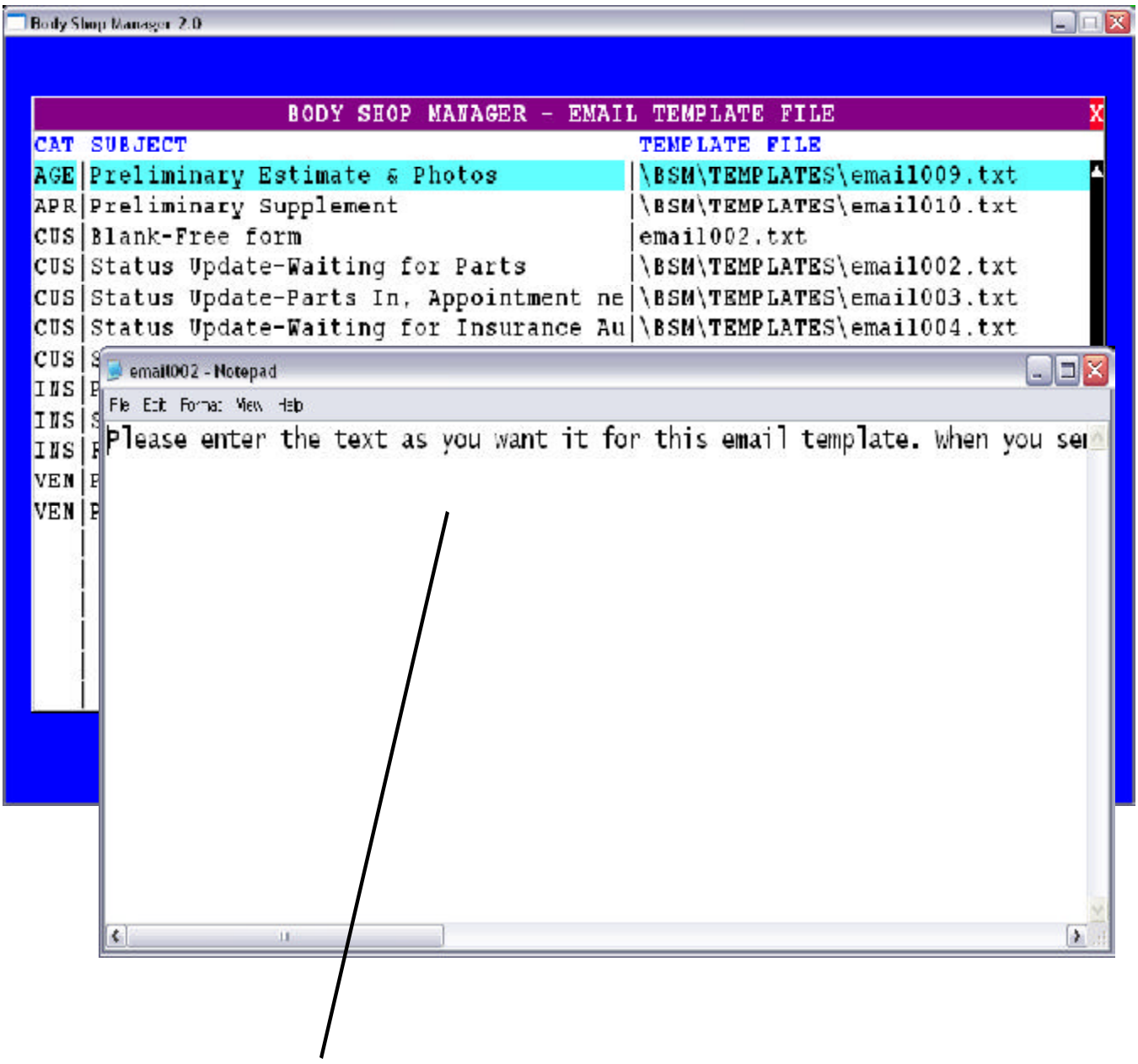
To Add a New Log-In User, Press the "A" Key to add.

Use the Up and Down Arrow Keys to browse the table.

Press the "Enter" Key to Edit.

Email Letter Template Table - Cont'd

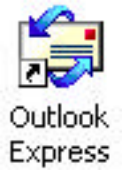
After selecting the template record, press the Enter Key to edit the text.
Sends email with attachments by either using default mail client installed on the screen, typically Outlook Express, or through SMTP, as the user selects with or without user interaction.


Body Shop Manager 2.0
BODY SHOP MANAGER - EMAIL TEMPLATE FILE
CAT SUBJECT TEMPLATE FILE
AGE Preliminary Estimate & Photos \BSM\TEMPLATES\email009.txt
APR Preliminary Supplement \BSM\TEMPLATES\email010.txt
CUS Blank-Free form email002.txt
CUS Status Update-Waiting for Parts \BSM\TEMPLATES\email002.txt
CUS Status Update-Parts In, Appointment ne \BSM\TEMPLATES\email003.txt
CUS Status Update-Waiting for Insurance Au \BSM\TEMPLATES\email004.txt
email002 - Notepad
File Edit Format View Help
Please enter the text as you want it for this email template. When you se

Enter and Edit the Template Document in Microsoft WordPad.

Outlook Express Email Setup

You can email directly from the Body Shop Manager 2.0. The program interfaces with your default Email Client software like Windows Mail or Outlook Express. Both of these programs are free and included in your Windows operating system. If you haven't so, you must set up



Before you can use Windows Mail or Outlook Express to send and receive e-mail, you need to set up an account. You can have more than one account—for business, online shopping, and so on—and each person who uses your computer may have their own, completely separate account. Windows Mail/Outlook Express gracefully handles it all.

Start Outlook Express
There are many ways to start Outlook Express, but here's a sure-fire way to find and start it.

1. Click the Start button.
2. Point to All Programs.
3. Click Outlook Express.

These first three steps are shown in the image below:

4. If asked whether you'd like to open this particular account automatically every time you start Outlook Express, click Yes (if you do) or No (if you don't).

If you don't want to be asked this question again, click to check the Always perform this check... box.

5. Check When Outlook Express starts, go directly to my Inbox.

Outlook Express directs all incoming mail to the Inbox, so it makes sense to bypass this opening page.

If you don't see the list of folders and contacts on the left, click Layout on the View menu. Click Contacts and Folder List to check them, and then click OK.

Outlook Express Email Setup - Cont'd

Quick start. You'll notice that when you use Outlook Express regularly, Windows XP will put the Outlook Express icon on the Start menu (along with other programs you've used recently). In that case, just click the Outlook Express icon in the Start menu to open the program.

Set Up an Outlook Express E-Mail Account

The Internet Connection Wizard makes short work of setting up your online mailbox by walking you through each step for every e-mail account you set up.

1.Before you get going, make sure you know your email address along with the following information. (You may need to contact your ISP, Internet Service Provider, to get it.)

First, information about the e-mail servers:
The type of e-mail server you use: POP3 (most e-mail accounts), HTTP (such as Hotmail), or IMAP
• The name of the incoming e-mail server
• For POP3 and IMAP servers, the name of the outgoing e-mail server (generally SMTP)

Second, information about your account:
• Your account name and password

Click Add, and then click Mail to open the Internet Connection Wizard.

Outlook Express Email Setup - Cont'd

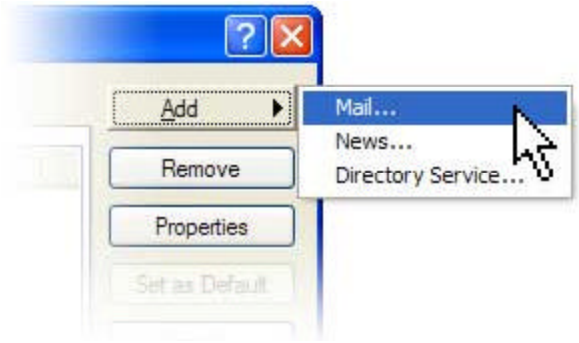
(For some solid advice about making a secure password, read the Create strong passwords article.)

- Find out if your ISP requires you to use Secure Password Authentication (SPA) to access your e-mail account—yes or no is all that's required.

2.Start Outlook Express, and on the Tools menu, click Accounts.

If the Internet Connection Wizard starts up automatically, skip ahead to step 4.

3.



4.On the Your Name page of the wizard, type your name as you want it to appear to everyone who gets e-mail from you, and then click Next.

Most people use their full name, but you can use any name—even a nickname—that people will recognize.

5.On the Internet Explorer Address page, type your e-mail address, and then click Next.

6.On the E-mail Server Names page, fill in the first block of information that you gathered from your ISP in step 1, and then click Next.

E-mail Server Names
My incoming mail server is a
POP3
server.
Incoming mail (POP3, IMAP or HTTP) server:
mail.cpandl.com
An SMTP server is the server that is used for your outgoing e-mail
Outgoing mail (SMTP) server:
SMTP.cpandl.com

Outlook Express Email Setup - Cont'd

Note: If you chose HTTP as your incoming e-mail server—as for a Hotmail or MSN account—this wizard page changes slightly so you can identify your HTTP mail service provider.

7. On the Internet Mail Logon page, type your account name and password.

Note: If you're concerned about break-ins to your e-mail, click to clear the check in the Remember Password box. You'll then be prompted for the password each time you send or retrieve mail.

8. Click Next, and then click Finish.

You're ready to send your first e-mail!

TipUnsure if your new e-mail account is working? Send an e-mail message to a friend. If they get the message, your account is ready to roll! But if you run into problems setting up your account, Outlook Express offers help. Search for troubleshooting topics from Contents and Index on the Help menu.

Outlook Express Email Setup - Cont'd

Set Up a Web-based E-Mail Account

The e-mail that you get in a Hotmail account and other Web-based accounts is not stored on your hard disk, but is kept on the account-provider's computer. That's what makes it possible to access your account from any computer in the world over the Internet. Here's how you set yourself up.

1.Go to the Web site and follow the setup instructions—for example, http://www.hotmail.com/ for Hotmail.

2.Set up Outlook Express to use the account, by following the instructions above in Set up an Outlook Express e-mail account.

TipIf you share your computer with someone else, take advantage of Fast User Switching. A feature of Windows XP, it lives up to its name by enabling you to switch among users on a single computer without closing any programs you are running or logging off.
• To turn Fast User Switching on, open User Accounts in Control Panel. Click Change the way users log on or off. Make sure the Use Fast User Switching box is checked.
• Then, to switch users, click Start, click Log off and then click Switch User. On the Welcome screen, click the user account you want to switch to. That's it!

Close Outlook Express

In closing, Outlook Express works just as all other Windows programs do.
• On the File menu, click Exit.

TipTip: For a fast way out, press ALT+F4.

Outlook Express Email Setup - Cont'd

Settings needed for an Email Account in Outlook Express

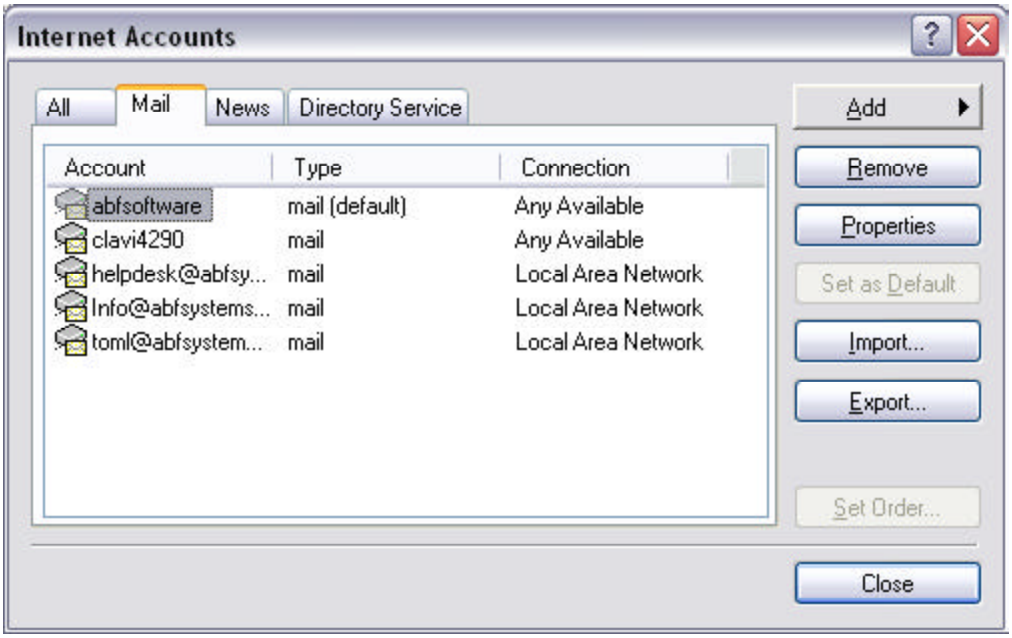
Outlook ExpressTo ensure that Outlook Express will be able to connect to your email account, check the email account settings below, needed to set up new email accounts in Outlook Express.

Standard email settings in Outlook ExpressStandard email account settings are: user name and password, email address (sometimes used as user name as well), "port" numbers (nearly always the ones we use in the sample email account below).

Although rarely, some email providers require "secure authentication": Outlook Express would then use a secure (encrypted) connection to authenticate itself to the email server.

If you are trying to setup your Hotmail account with Outlook Express, please see instead our Setting Up Hotmail in Outlook Express tutorial.

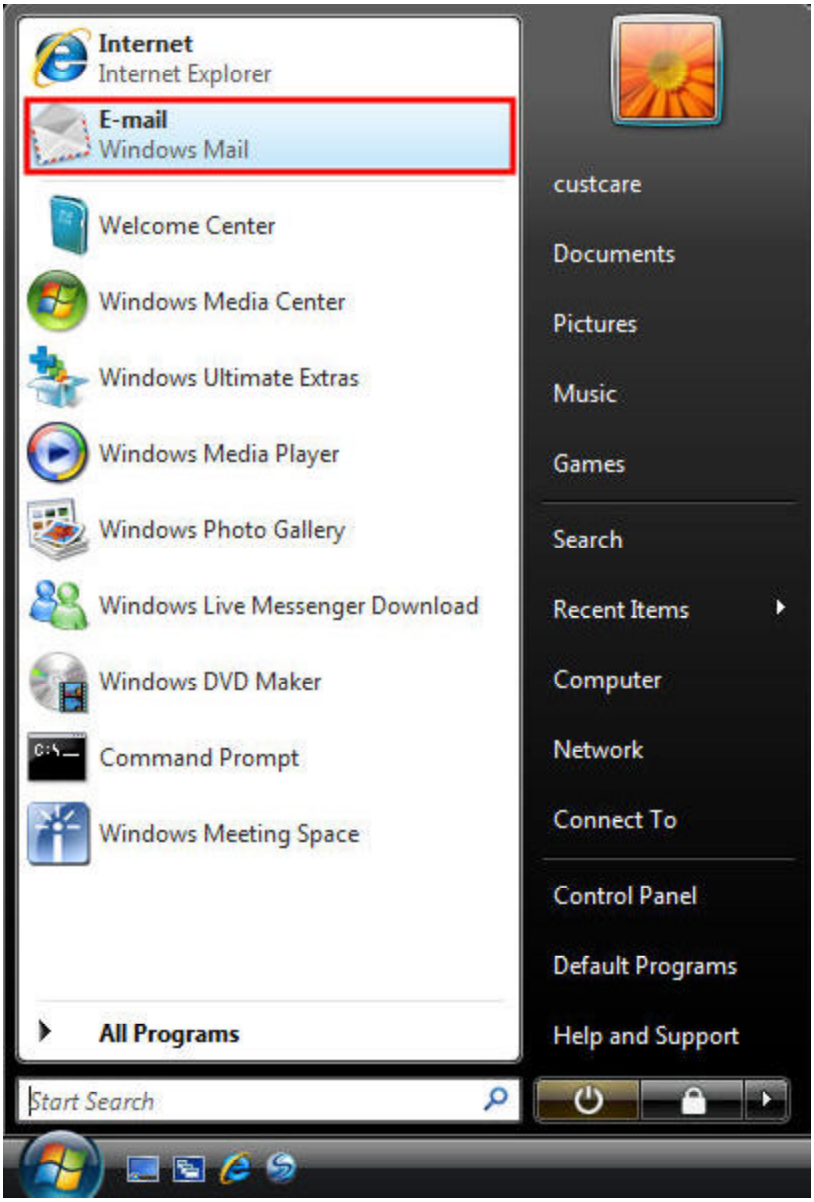
Create a new email account in Outlook ExpressSetting up an Email Account in Outlook Express



Vista Windows Mail Email Setup

If you are using Microsoft's Vista Operating System, here are the instructions to set up "Vista Mail":

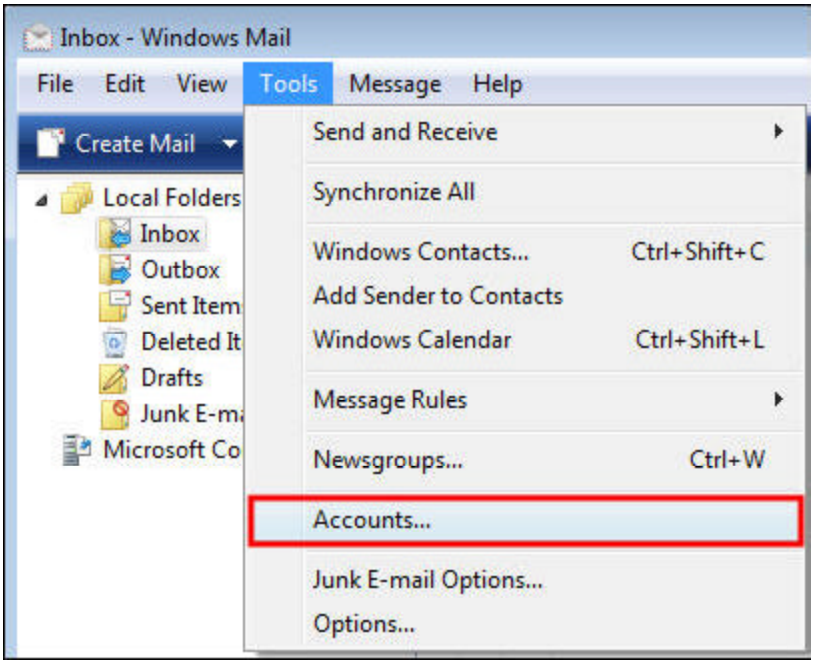
1. **From the Start menu, click the E-mail Windows Mail icon.**



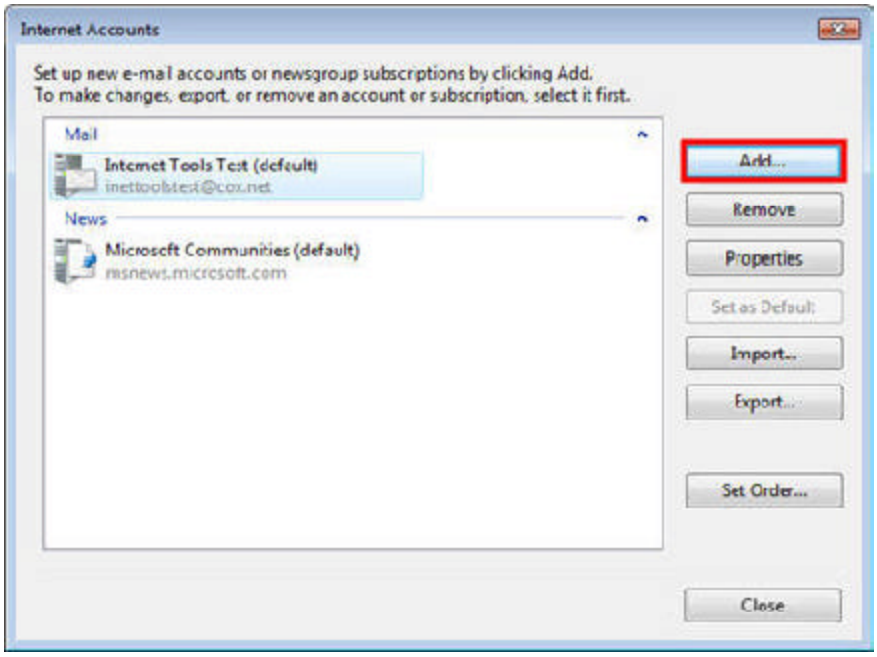
Result: The Windows Mail program displays.

Vista Windows Mail Email Setup - Cont'd

Select E-mail Account, then click Next.2. Click Tools, then select Accounts.



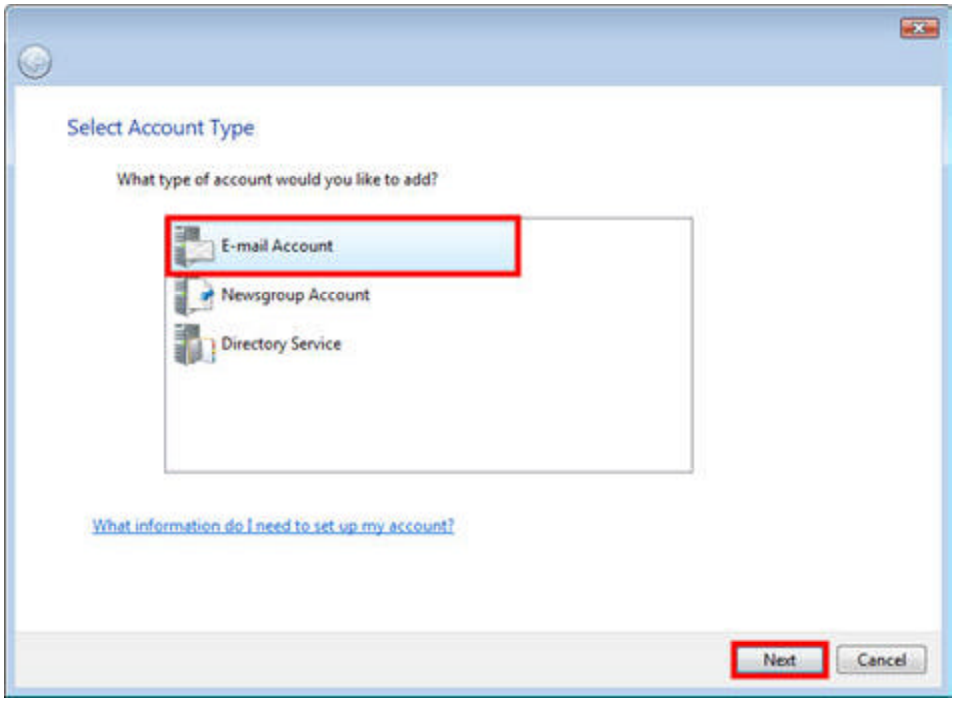
3. In the Internet Accounts window, click Add.



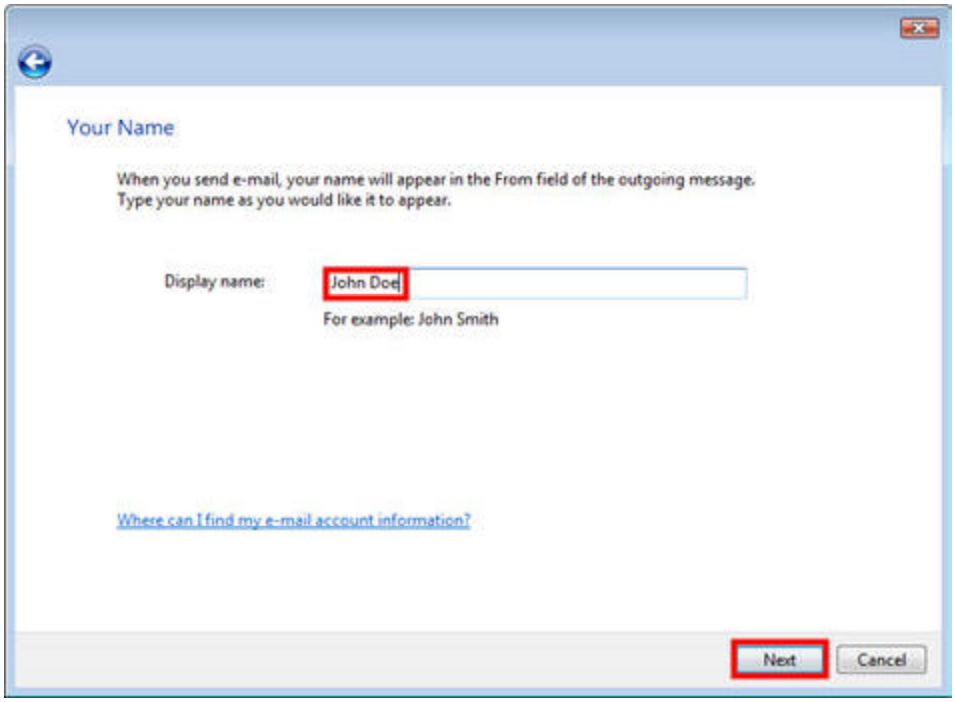
Result: The types of accounts that can be added will open in a new window.

Vista Windows Mail Email Setup - Cont'd

4. **Select E-mail Account, then click Next.**

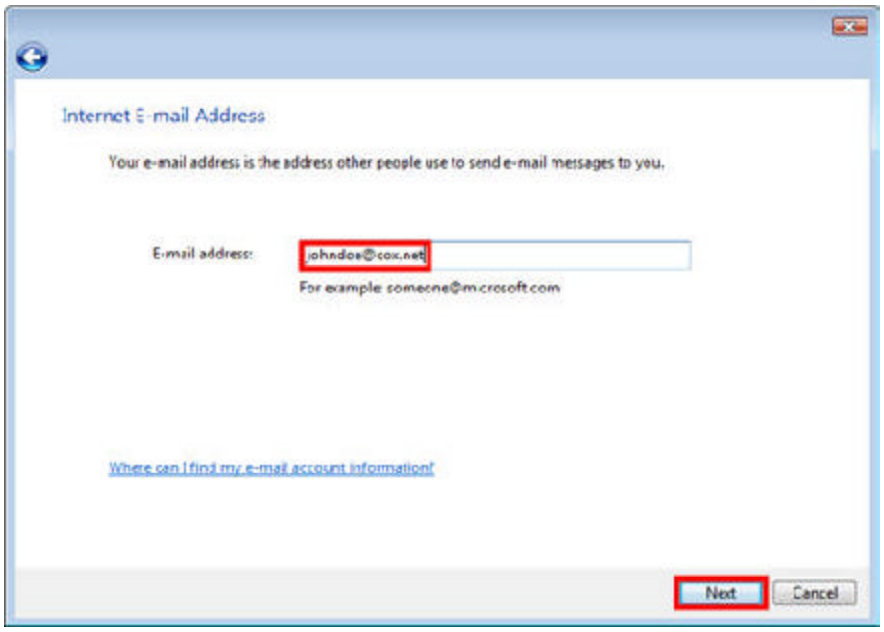


5. **Enter Display name, then click Next.**

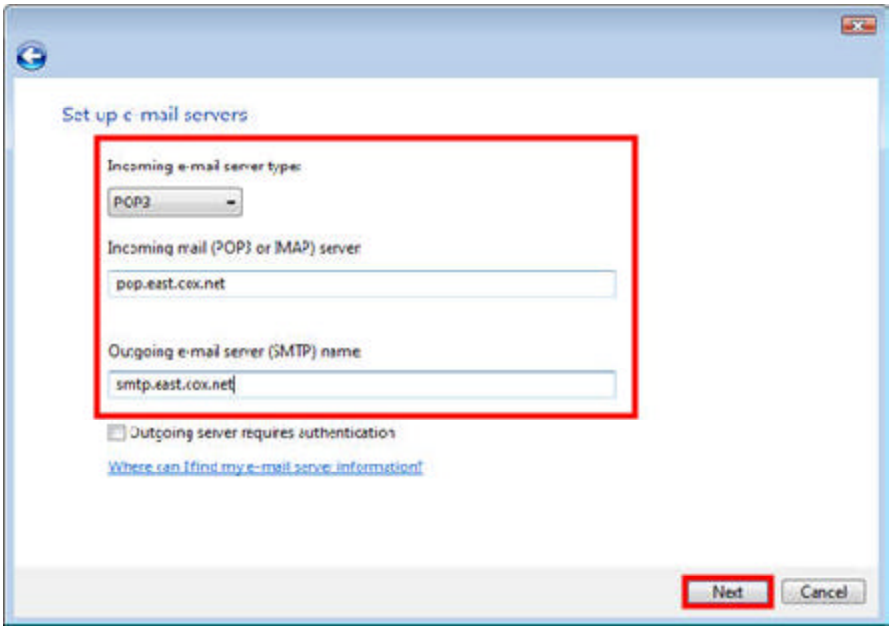

Your Name
When you send e-mail, your name will appear in the From field of the outgoing message.
Type your name as you would like it to appear.
Display name:
John Doe
For example: John Smith
Where can I find my e-mail account information?
Next
Cancel

Vista Windows Mail Email Setup - Cont'd

6. Enter E-mail address, then click Next.

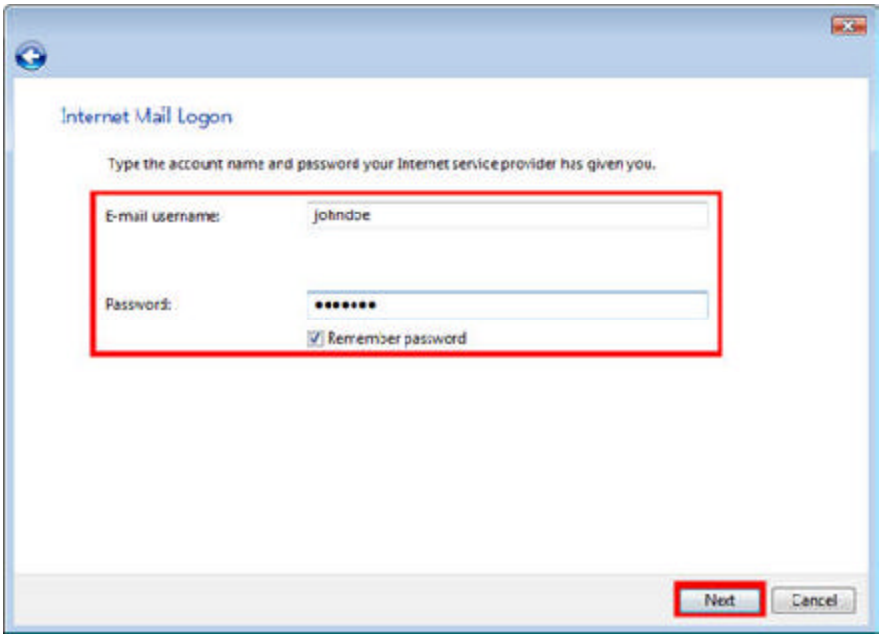

Internet E-mail Address
Your e-mail address is the address other people use to send e-mail messages to you.
E-mail address:
johndoe@cox.net
For example: someone@microsoft.com
Where can I find my e-mail account information?
Next
Cancel

7. a) Select POP3 from the drop down menu.
b) Enter the Incoming and Outgoing mail server locations.
Note: View Email and News Server Names to find your mail server names.
c) Click Next.

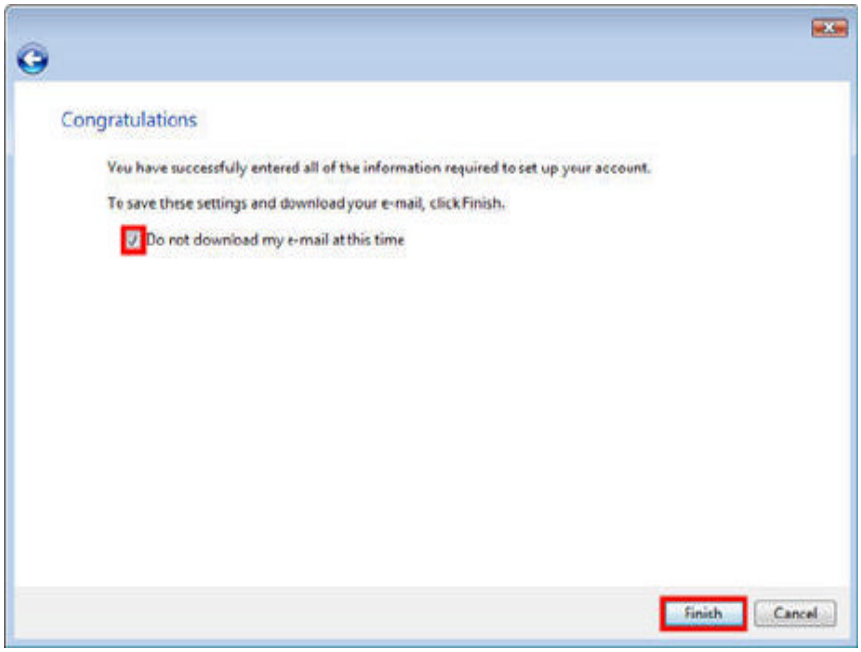


Vista Windows Mail Email Setup - Cont'd

8. a) Enter E-mail username.
b) Enter Password.
c) Select or deselect the Remember password box, depending on preferences.
d) Click Next.

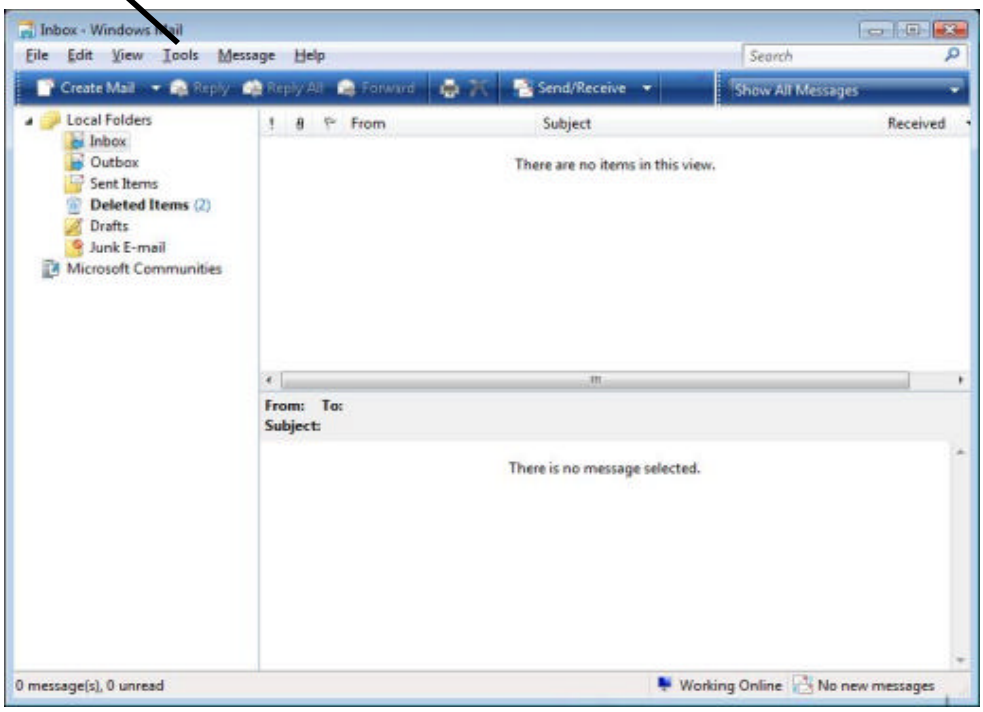


9) Congratulations!

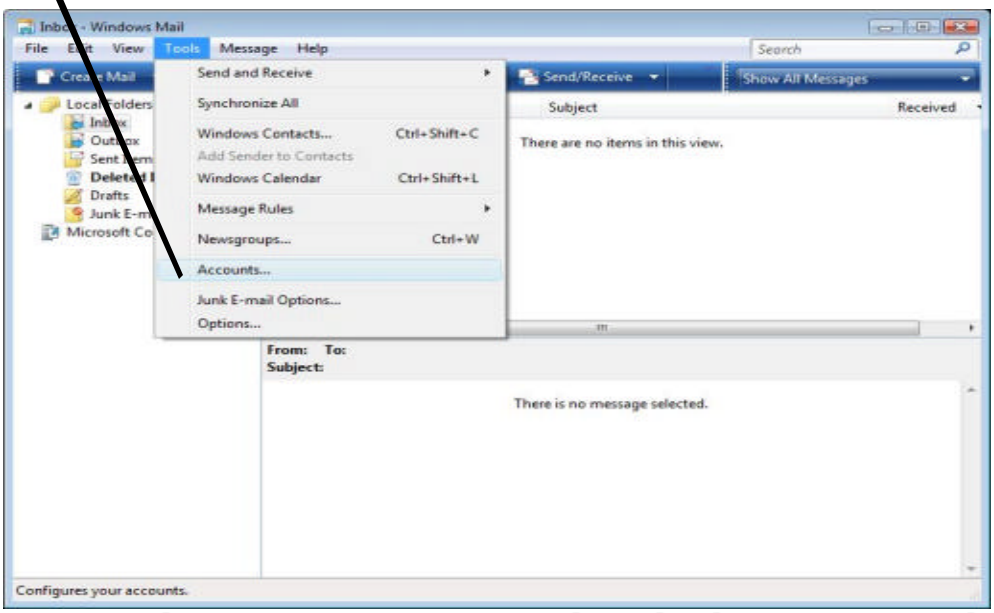

Congratulations
You have successfully entered all of the information required to set up your account.
To save these settings and download your e-mail, click Finish.
Do not download my e-mail at this time
Finish
Cancel

Vista Windows Mail Email Properties

1) Now Click on Tools.

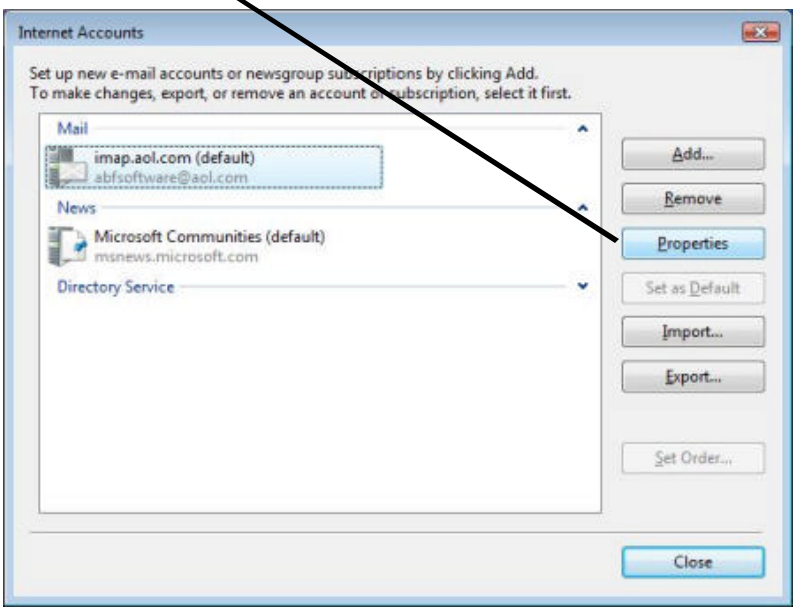


2) Now Click on Accounts.

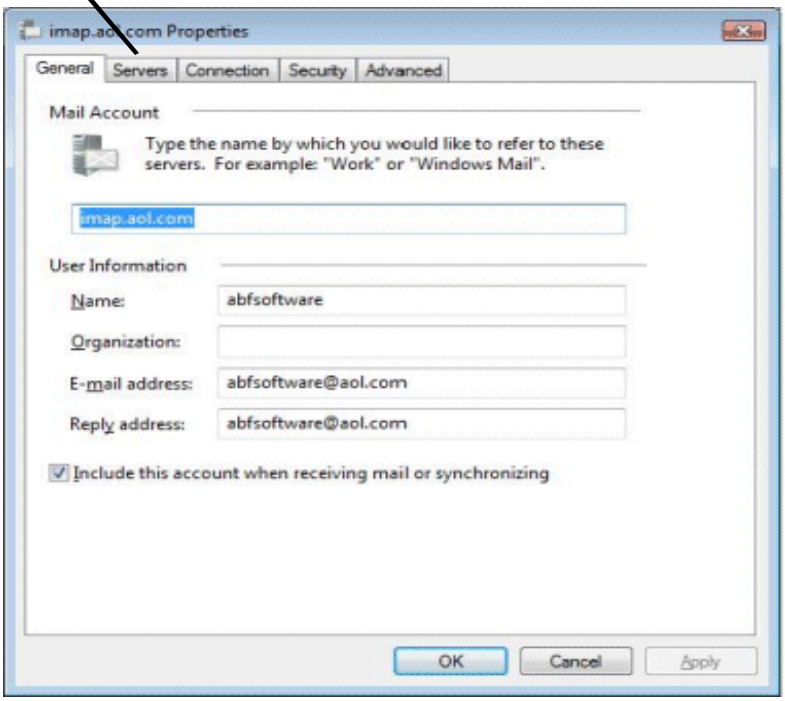


Vista Windows Mail Email Properties-Cont'd

3) Now click once on your new mail account in the main part of the window and then click the "Properties" button.

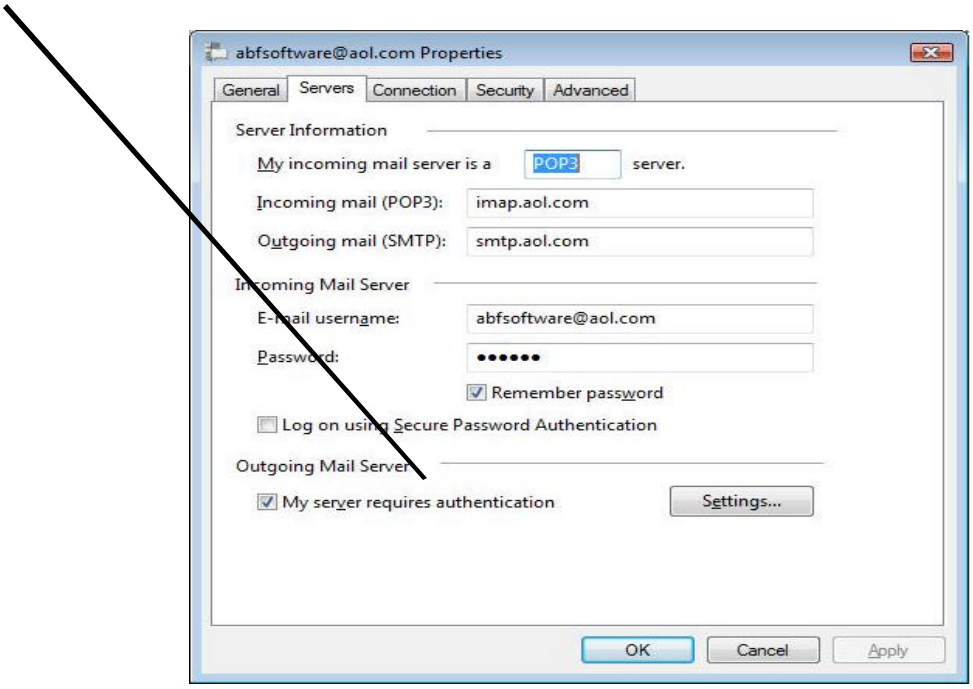


4) The properties for this mail account will now appear in a new window. Now click on the "Servers" tab.

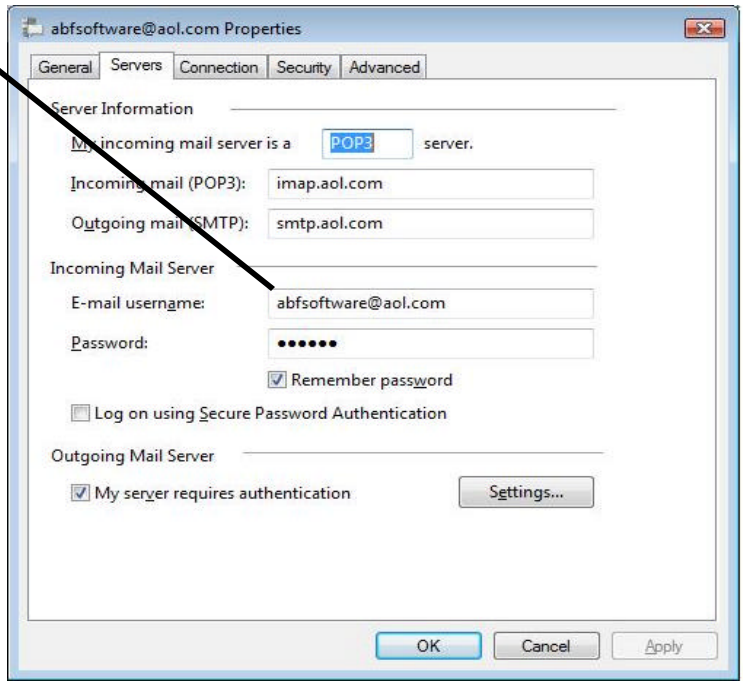


Vista Windows Mail Email Properties-Cont'd

4) Click the box at the bottom of this window labeled "My server requires authentication". Then click on the "Settings..." button to open the SMTP Auth properties.

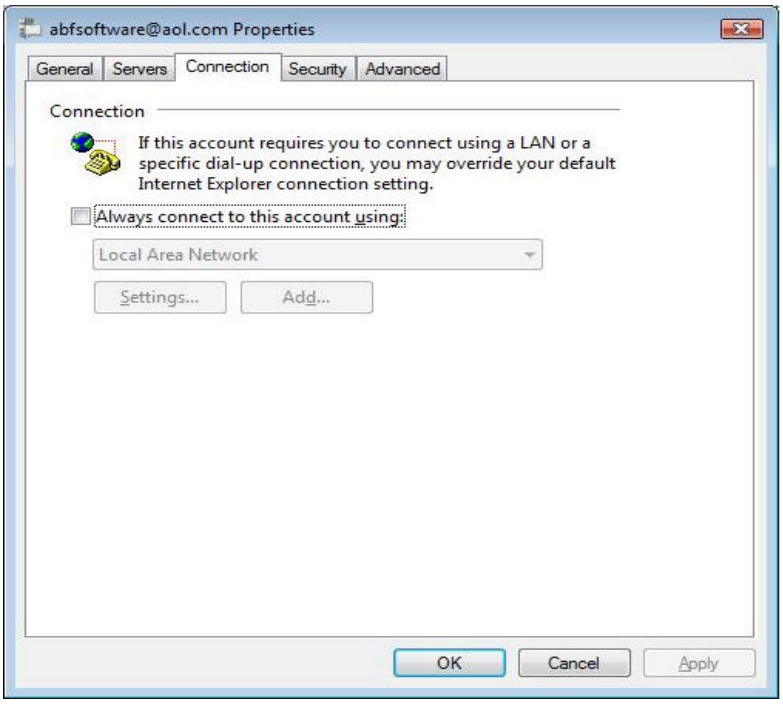


5) Make sure that the "Use same settings as my incoming mail server" is checked, this will grey out all other options on this window as shown below. When done click "OK" to close this window.

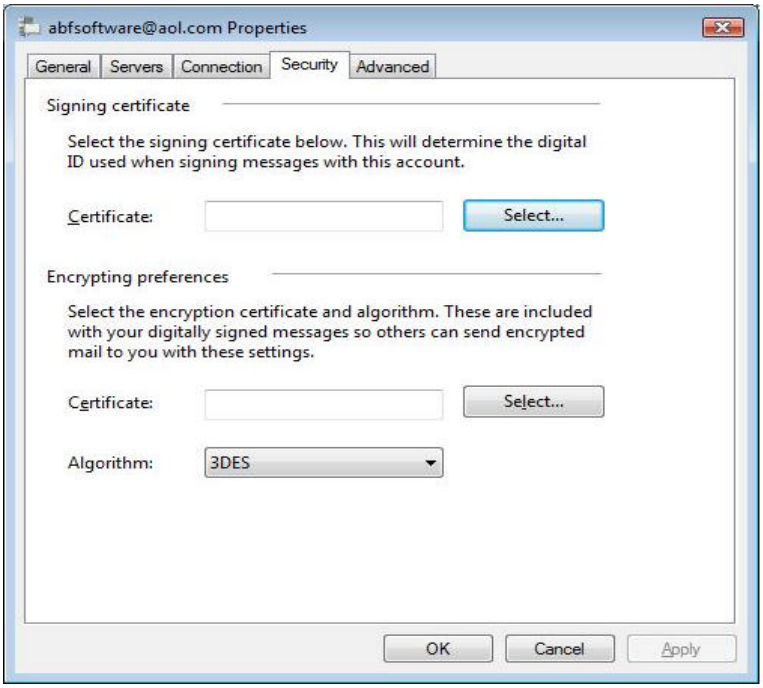


Vista Windows Mail Email Properties-Cont'd

6) Set up your connection options.



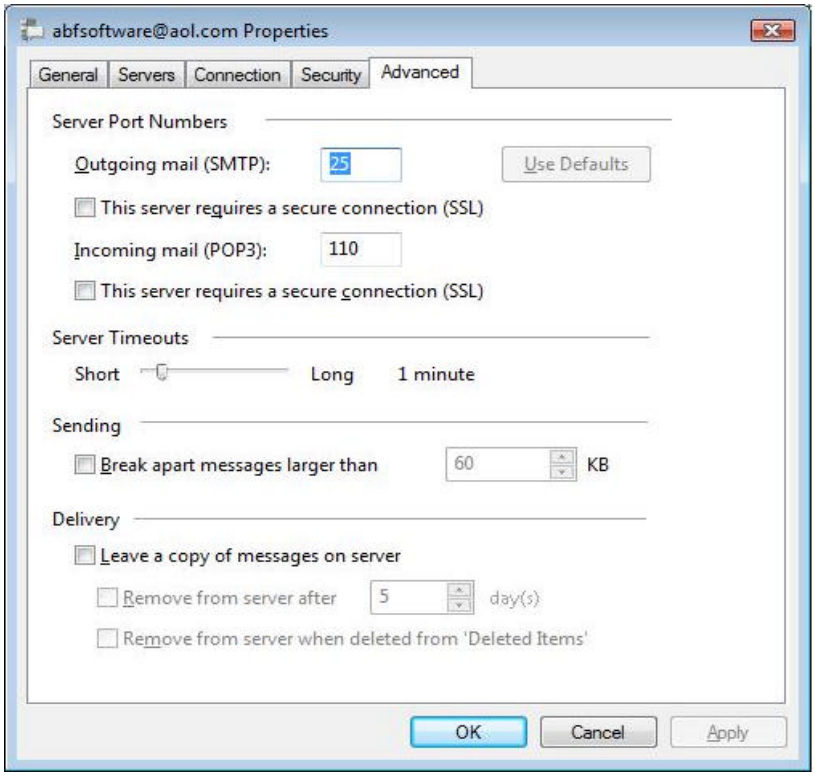
7) Security Page. Refer to Vista Documentation for signing certificate.



Vista Windows Mail Email Properties-Cont'd

7) Set up your Advanced Options. Refer to your Email Provider for exact Outgoing and Incoming mail Server Port Numbers.

Use the port number field to specify what port to use to establish a connection with the mail server. The default port number for most SMTP/ESMTP mail servers is port 25, or 465 for servers that require SSL.



Configure Windows Mail/Outlook For AOL Email

AOL uses the Internet Message Access Protocol (IMAP) protocol for incoming mail and Simple Mail Transfer Protocol (SMTP) for outgoing mail. To configure Outlook Express to connect to an AOL e-mail account, follow these steps.

Step 1: Add the AOL e-mail account

To add an AOL e-mail account in Outlook Express, follow these steps:

1. Sign on to AOL.
2. Start Outlook Express. If Outlook Express is not your default e-mail client, you may be prompted to specify if you want to use Outlook Express as your default e-mail client. To select Outlook Express as your default e-mail client, click OK.
3. If you are prompted to type your name in the Display name box, click Cancel, and then click Yes when you receive the following message:

The new Internet account has not been created yet. Are you sure you want to exit the wizard?

4. In Outlook Express, click Accounts on the Tools menu.
5. Click Add, and then click Mail.
6. In the Display name box, type your name as you want it to appear on your outgoing e-mail messages, and then click Next.
7. In the E-mail address box, type your AOL e-mail alias. For example, type user@aol.com.
8. Click Next.
9. In the My incoming mail server is a list, click IMAP.
10. In the Incoming mail (POP3, IMAP, or HTTP) server box, type imap.aol.com.
11. In the Outgoing mail (SMTP) server box, type smtp.aol.com, and then click Next.
12. In the Account name box, type your AOL account name.
13. In the Password box, type your AOL account password.
14. If you want Outlook Express to save your password, leave the Remember password check box selected.
15. Click Next, and then click Finish.

Step 2: Configure the AOL e-mail account

1. When you return to the Internet Accounts dialog box after you complete the steps from the "Step 1: Add the AOL e-mail account" section, click the Mail tab.

Note If the Internet Accounts dialog box is not open, click Accounts on the Tools menu.

2. On the Mail tab, click the AOL account that you added, and then click Properties.
3. Click the Servers tab, and then click to select the My server requires authentication check box.
4. Click Apply, and then click the Advanced tab.
5. In the Outgoing mail (SMTP) box, type 587.

Note By default, the SMTP port number is 25.

6. Click Apply, and then click the IMAP tab.
7. Click to clear the Store special folders on IMAP server check box, click Apply, andclick OK.
8. Click Apply, and then click OK.
9. Click Close. If you receive the following message, click Yes:

Configure Windows Mail/Outlook For Yahoo Email

POP Yahoo! Mail Plus with Microsoft Outlook Express

Here's how to "POP" mail from Yahoo! Mail Plus into your Outlook Express:

1. From the Tools menu, choose "Accounts."
2. Select the "Mail" tab.
3. Click the "Add" button.
4. From the Add menu, click "Mail."
5. In the text box labeled Display Name, type your name and click "Next."
6. In the Email Address box, type your Yahoo! Mail address (be sure to include "@yahoo.com") and click "Next."
7. Under "My incoming mail server is a…" select "POP3."
8. Type "plus.pop.mail.yahoo.com" in the Incoming Mail (POP3, IMAP, or HTTP) Server box.
9. Type "plus.smtp.mail.yahoo.com" in the Outgoing Mail (SMTP) Server box.
10. Click "Next."
11. In the Account Name box, type your Yahoo! Mail ID (your email address without the "@yahoo.com").
12. In the Password box, type your Yahoo! Mail password.
13. If you want Outlook Express to remember your password, check the "Remember password" box.
14. Do not check the boxes labeled "Log on using Secure…"
15. Click "Next."
16. Click "Finish."
17. Select 'plus.pop.mail.yahoo.com' under 'Account,' and click 'Properties.'
18. Click the “Servers” tab.
19. Under “Outgoing Mail Server” check the box next to “My server requires authentication”
20. Click the 'Advanced' tab.
21. Under “Outgoing mail Server (SMTP)”, check the box next to “This server requires a secure connection (SSL). Enter port number “465” in the “Outgoing mail (SMTP)” field.
22. Under “Incoming mail (POP3)”, check the box next to “This server requires a secure connection (SSL)". The port number in the “Incoming mail (POP3)" field should automatically change from 110 to 995. If it doesn’t, make sure the port number is set to 995.

Troubleshooting instructions.

If you followed the above configuration steps, you should be all set. However, if you cannot send or receive mail with your email client, try the following tips.

The Yahoo! Mail SMTP server requires authentication. Make sure you have enabled SMTP authentication. To turn this setting on:

Configure Windows Mail/Outlook For Yahoo Email

1. From the Tools menu, choose "Accounts."
2. Select the "Mail" tab.
3. Double-click the account labeled "plus.pop.mail.yahoo.com."
4. Select the "Servers" tab.
5. Check the box next to "My Server Requires Authentication."
6. Click "OK."

To control deletion of messages from the Yahoo! Mail Server:

1. From the Tools menu, choose "Accounts."
2. Select the "Mail" tab.
3. Double-click the account labeled "plus.pop.mail.yahoo.com."
4. Select the "Advanced" tab.
5. In the Delivery section at the bottom of the window, check "Leave a copy of messages on server" if you want to save your Yahoo! Mail messages on the Yahoo! Mail server as well as on your local computer. Do not check this box if you want your messages to be deleted from the Yahoo! Mail server once you have received them in Outlook Express.

We strongly recommend that you enable SSL for both POP and SMTP, as detailed in the above instructions. This will ensure that your Yahoo! ID, password and email messages are transmitted securely between your mail client and the Yahoo! servers. However, if you choose to not use SSL for SMTP, your email client will likely default the SMTP port to 25. If your ISP blocks port 25 or if you're unable to send email, then you will need to use port 587 when sending via Yahoo!'s SMTP server. To make this change, please follow the directions below:

1. From the "Tools" menu, select "Accounts"
2. Select your Yahoo! POP account and click on the "Properties" button
3. Click on the "Advanced" tab
4. Next to "Outgoing server (SMTP), change port 25 to 587
5. Click "Apply", then click "OK" and "Close"

Utilities Menu

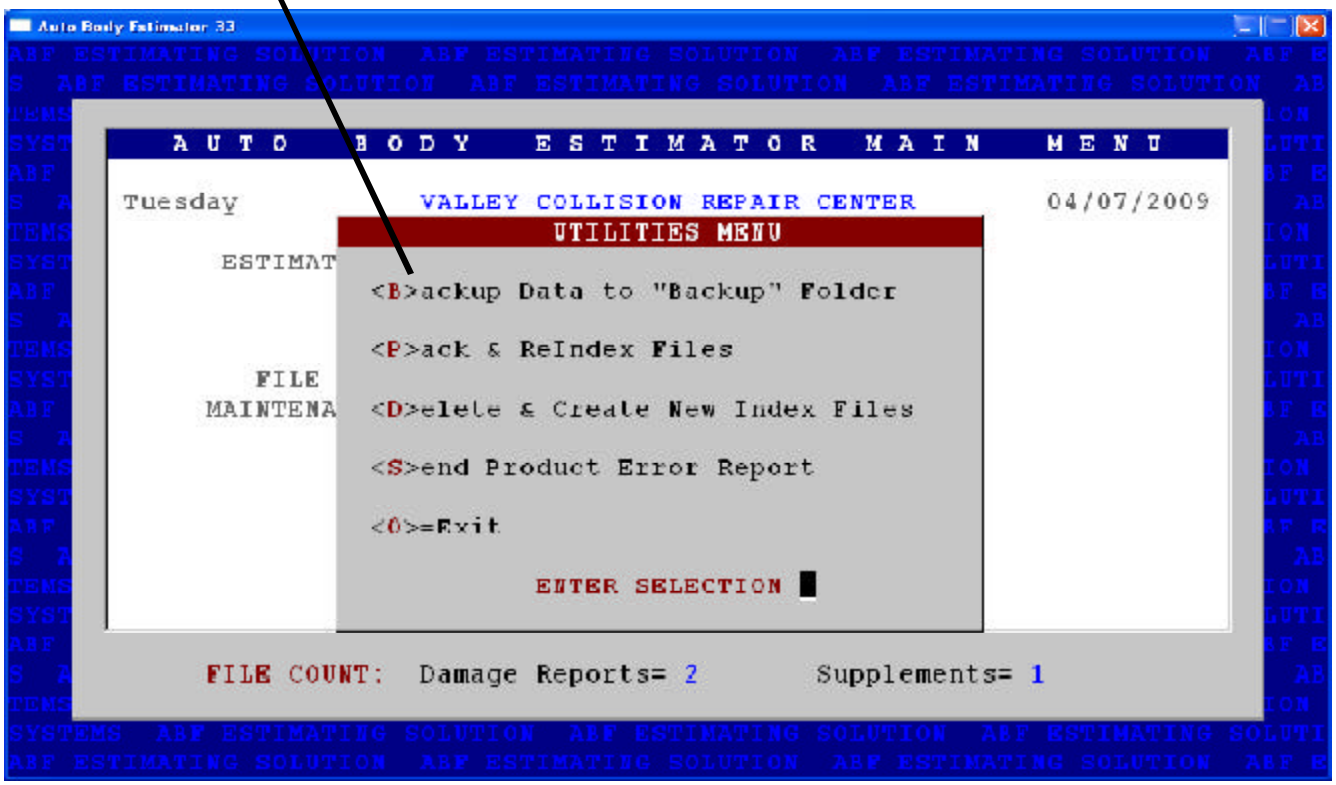
1) At the Main Menu, Press The "U" Key (Utilities)

Below is a view of the Utilities Menu showing various functions.

Backing Up Database Files

This function makes a backup copy of all estimating database files into a Backup Folder. It is up to you to copy that folder on another disk or flash drive for safe keeping.

1) At the Uti;lities Menu, Press The "B" Key.



Backing Up Your Shop Data Files

Here are some basic steps for copying the program and database files using portable “Memory” or “Flash” Drives. We will refer to your USB memory drive a “Flash Drive”

1) Use the Flash Drive that goes into the USB port. Put it in the USB Port of the Source Computer that you want to copy data from.

2) From the source computer; Go to My Computer or Windows Explorer to view your Hard Drive. Find the folder named BSM (Body Shop Manager). Highlight it with the mouse cursor. Press the Control Key and hold it down. Then Press the C key once and let go (Control Key + “C” Key=Copy Command). This is the COPY Command that stores the Folder into Temporary memory.

Now find the Drive that Your Flash Drive is in (with Windows Explorer) It will be Drive E, F, G, H, I ,J or K depending on your computer set up. Highlight that Flash Drive and then hold the Control Key down and press the “V” Key. (Control Key+”V” Key=Paste Command). You will see that Windows Creates an “BSM” Folder and copy the BSM Folder Sub-Folders and all File Contents onto your Flash Drive.

3) Now take your Flash Drive from the Source Computer and insert it into a USB port on the arget Computer.

4) Again, use My Computer and/or Windows Explorer to find the Flash Drive. It will be Drive E, F, G, H, I ,J or K depending on your computer set up. Highlight the “BSM” Folder on that Flash Drive and then hold the Control Key down and press the “C” Key.

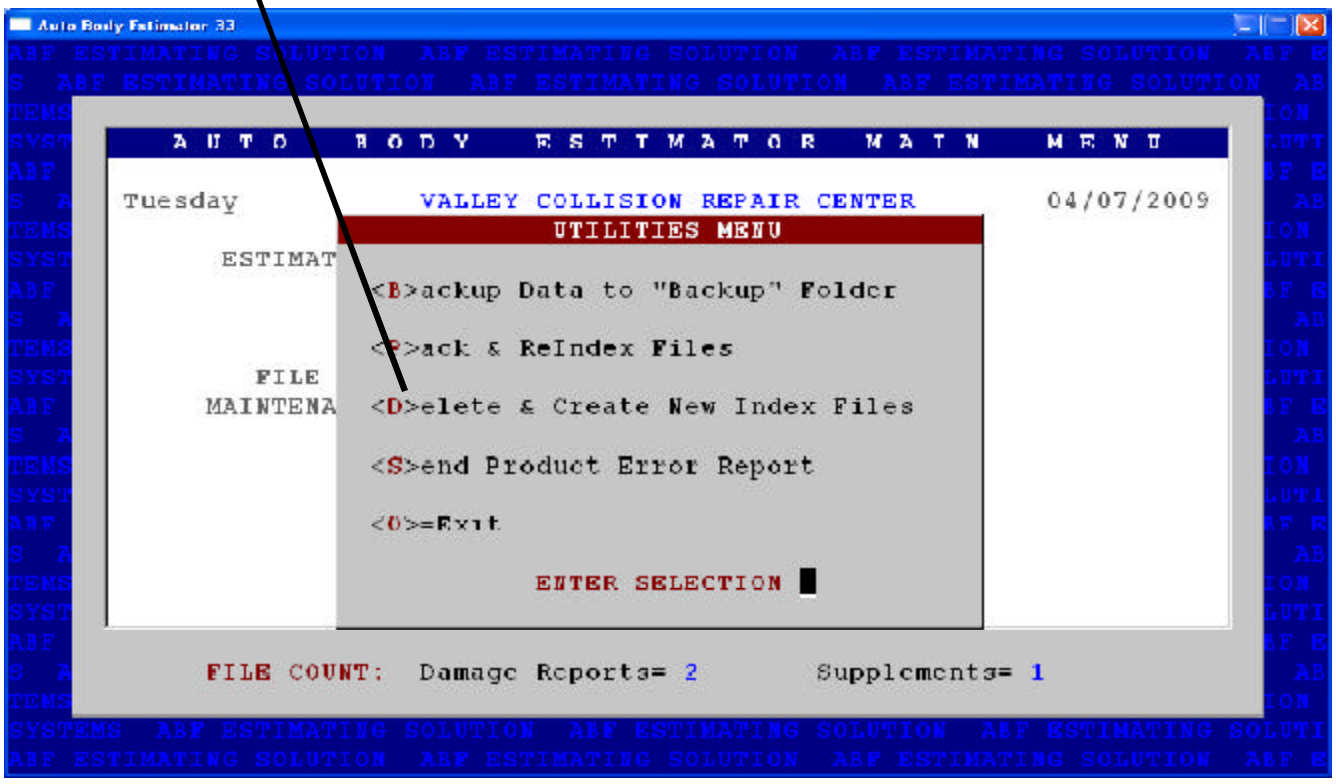
5) Now find your Hard Drive (with Windows Explorer). Highlight the Hard Drive (example: Hard Drive C)and then hold the Control Key down and press the “V” Key. . You will see that Windows Creates an “BSM” Folder and copies the BSM Folder Sub-Folders and all File Contents from your Flash Drive to the Hard Drive of your Target computer.

6) Start your ABF program from the Desktop Icon and when you get to the Main Menu Window, Select “U” Key for Utilities and then the “P” Key to “Pack and Reindex” your files. Return to the Main Menu and use the program.

Delete and Create New Index Files

WARNING! Use this function only when asked to do so by a ABF Systems Tech Support Person. This function is used only when

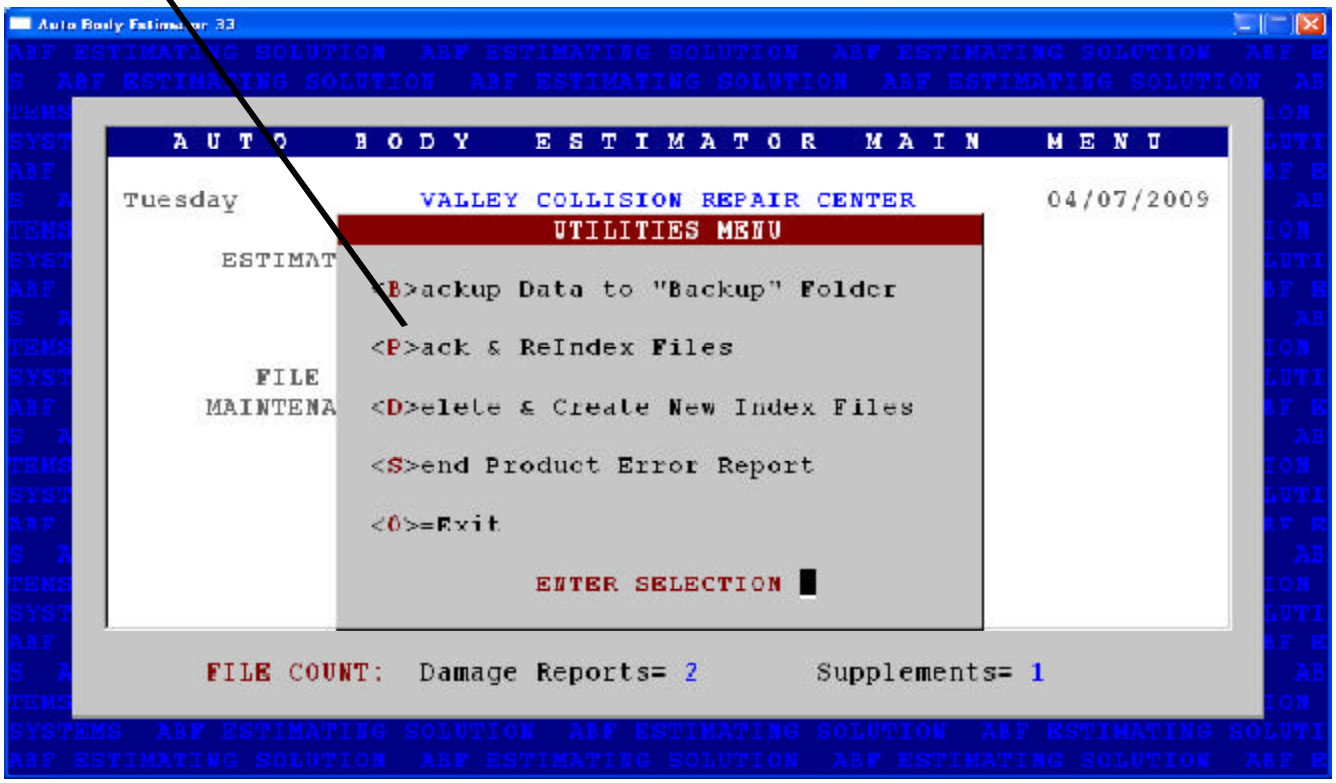
1) At the Uti;lities Menu, Press The "D" Key.



Pack and ReIndex Files

1) At the Main Menu, Press The "U" Key (Utilities)

2) At the Utilities Sub Menu, Press the "P" Key (Pack)

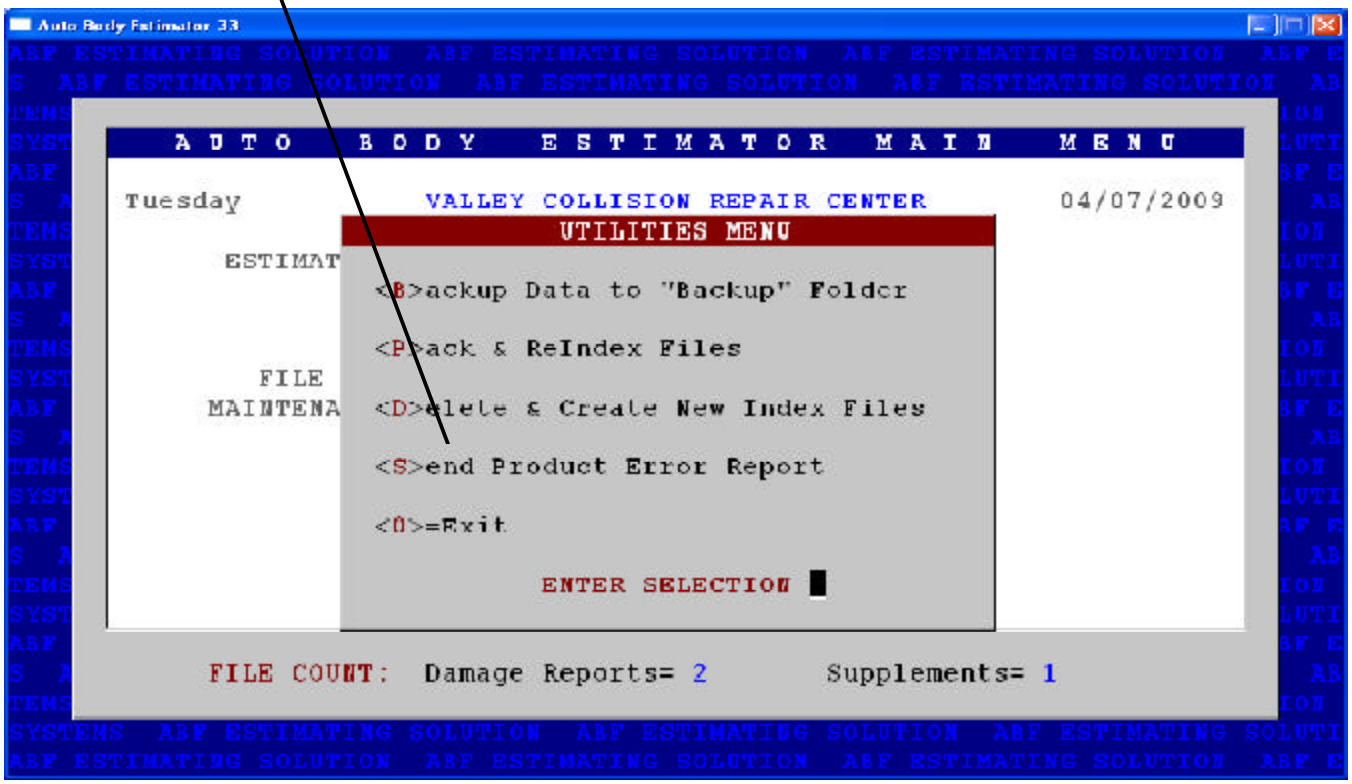


Reporting a Product Error By Email

It's easy to Report Product Errors by Email. Product errors consist of Software Glitches, Program Crashes, Etc.

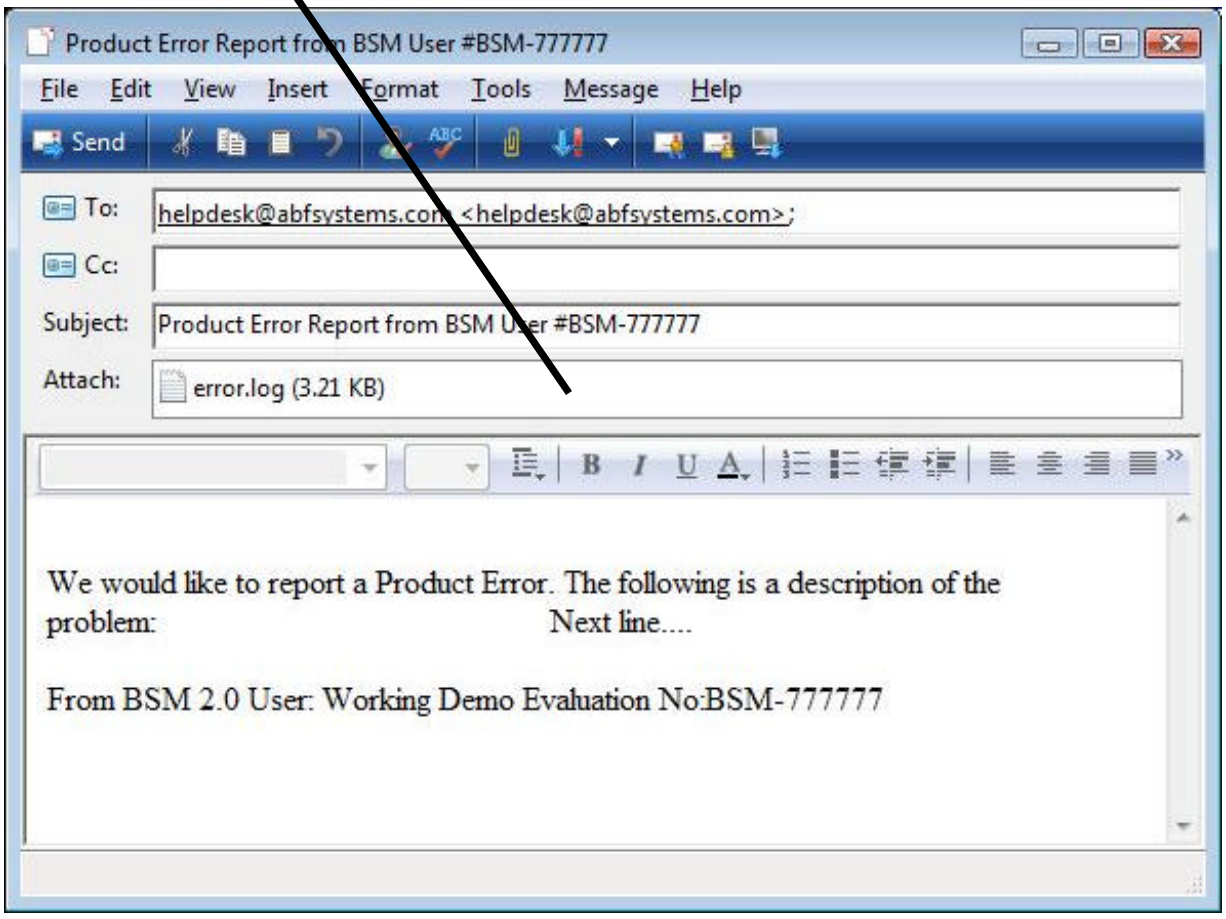
1) At the Main Menu, Press The "U" Key (Utilities)

2) At the Utilities Sub Menu, Press the "S" Key (Send Email)



Reporting a Product Error By Email - Cont'd

3)After the "S" Key is pressed, the following Email Screen appears. Your Software Serial Number and your business name (Licensed User) are automatically captured and inserted into the body of the email. Also an error log is attached that may give us additional information in which to fix the problem.


Product Error Report from BSM User #BSM-777777
File Edit View Insert Format Tools Message Help
Send
To: helpdesk@abfsystems.com <helpdesk@abfsystems.com>;
Cc:
Subject: Product Error Report from BSM User #BSM-777777
Attach: error.log (3.21 KB)
We would like to report a Product Error. The following is a description of the problem: Next line....
From BSM 2.0 User: Working Demo Evaluation No:BSM-777777

Backing Up Your Shop Data Files

Here are some basic steps for copying the program and database files using portable “Memory” or “Flash” Drives. We will refer to your USB memory drive a “Flash Drive”

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2) From the source computer; Go to My Computer or Windows Explorer to view your Hard Drive. Find the folder named BSM (Body Shop Manager). Highlight it with the mouse cursor. Press the Control Key and hold it down. Then Press the C key once and let go (Control Key + “C” Key=Copy Command). This is the COPY Command that stores the Folder into Temporary memory.

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3) Now take your Flash Drive from the Source Computer and insert it into a USB port on the arget Computer.

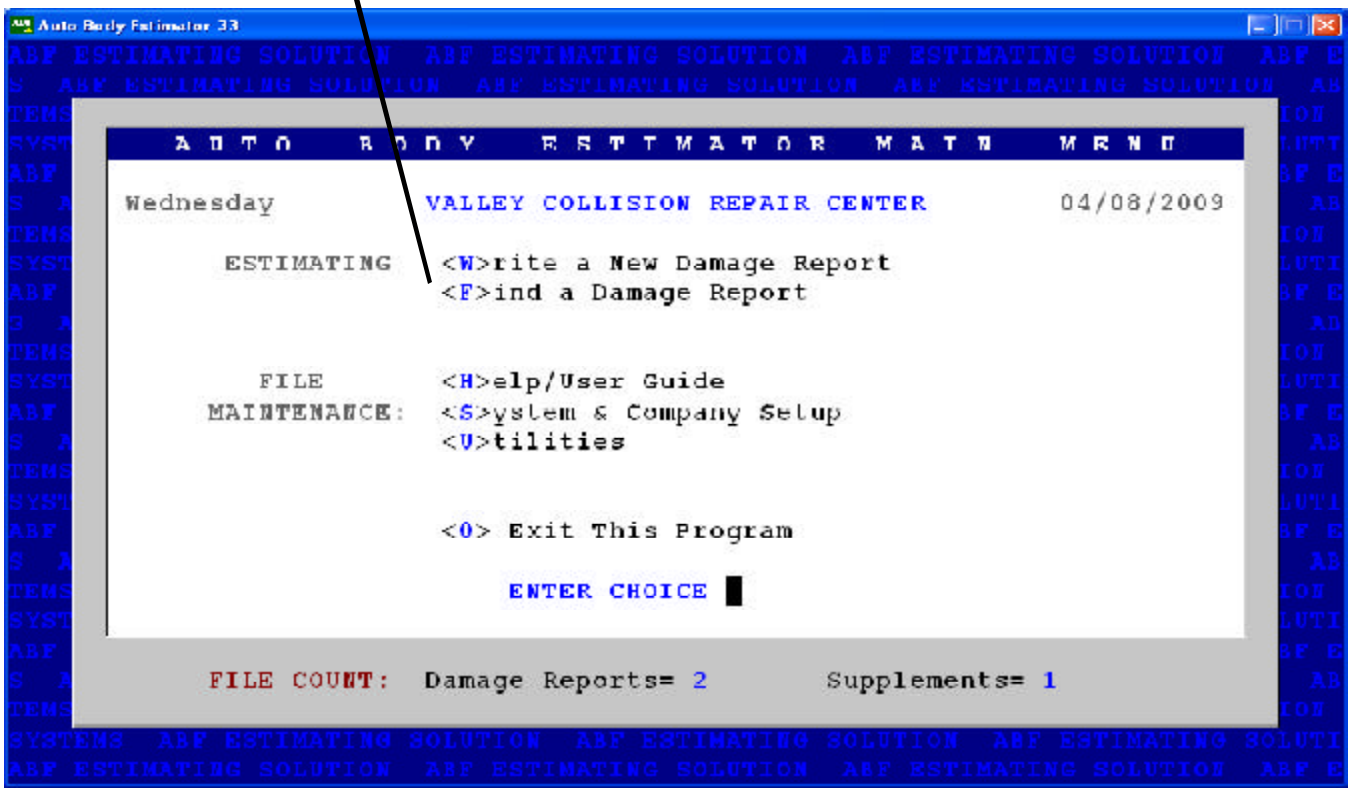
4) Again, use My Computer and/or Windows Explorer to find the Flash Drive. It will be Drive E, F, G, H, I ,J or K depending on your computer set up. Highlight the “BSM” Folder on that Flash Drive and then hold the Control Key down and press the “C” Key.

5) Now find your Hard Drive (with Windows Explorer). Highlight the Hard Drive (example: Hard Drive C)and then hold the Control Key down and press the “V” Key. . You will see that Windows Creates an “BSM” Folder and copies the BSM Folder Sub-Folders and all File Contents from your Flash Drive to the Hard Drive of your Target computer.

6) Start your ABF program from the Desktop Icon and when you get to the Main Menu Window, Select “U” Key for Utilities and then the “P” Key to “Pack and Reindex” your files. Return to the Main Menu and use the program.

Writing a New Damage Report

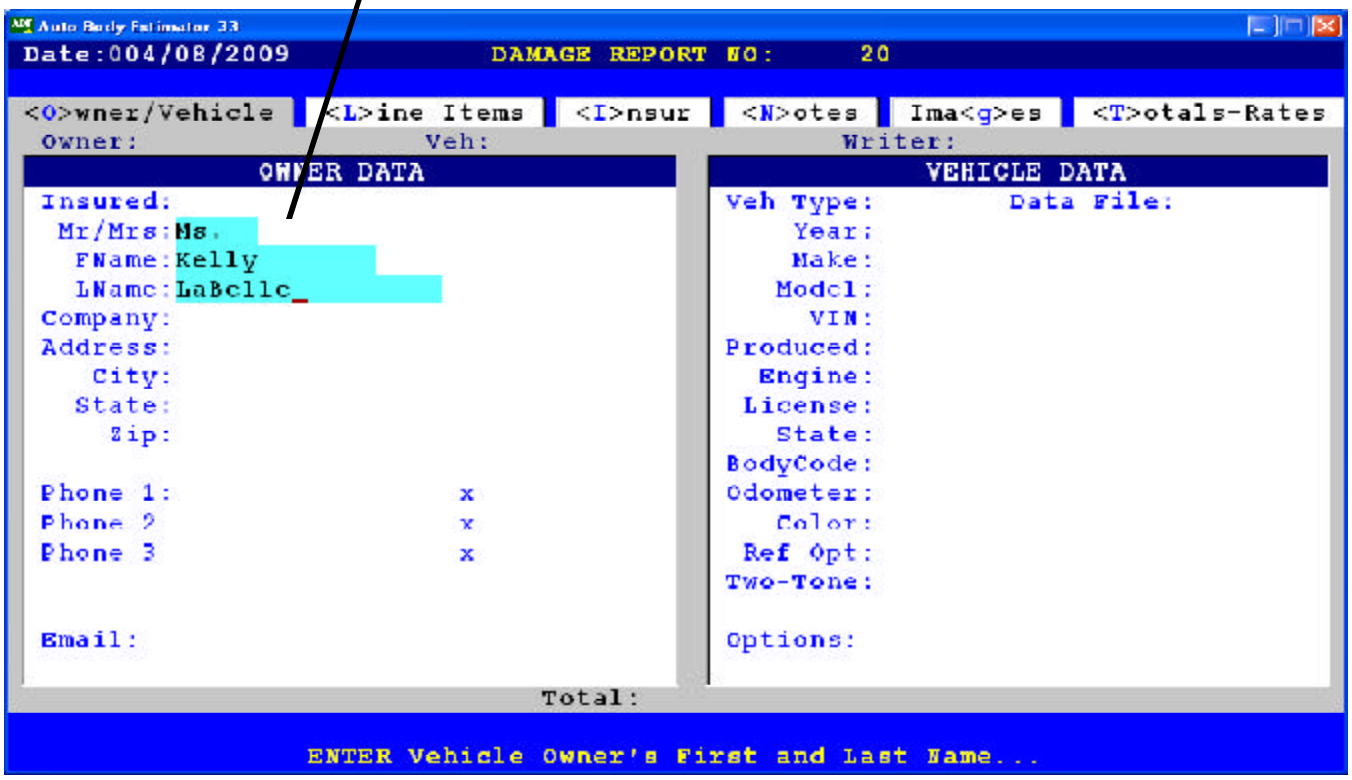
At the Main Menu, Press the W Key (Write) to write a new Damage Report.



Edit Commands are shown at the bottom of the screen.

Enter Vehicle Owner's Name

Enter the Vehicle Owner's Name or if it is owned by a business or company, then enter the business contact persons first and last names.

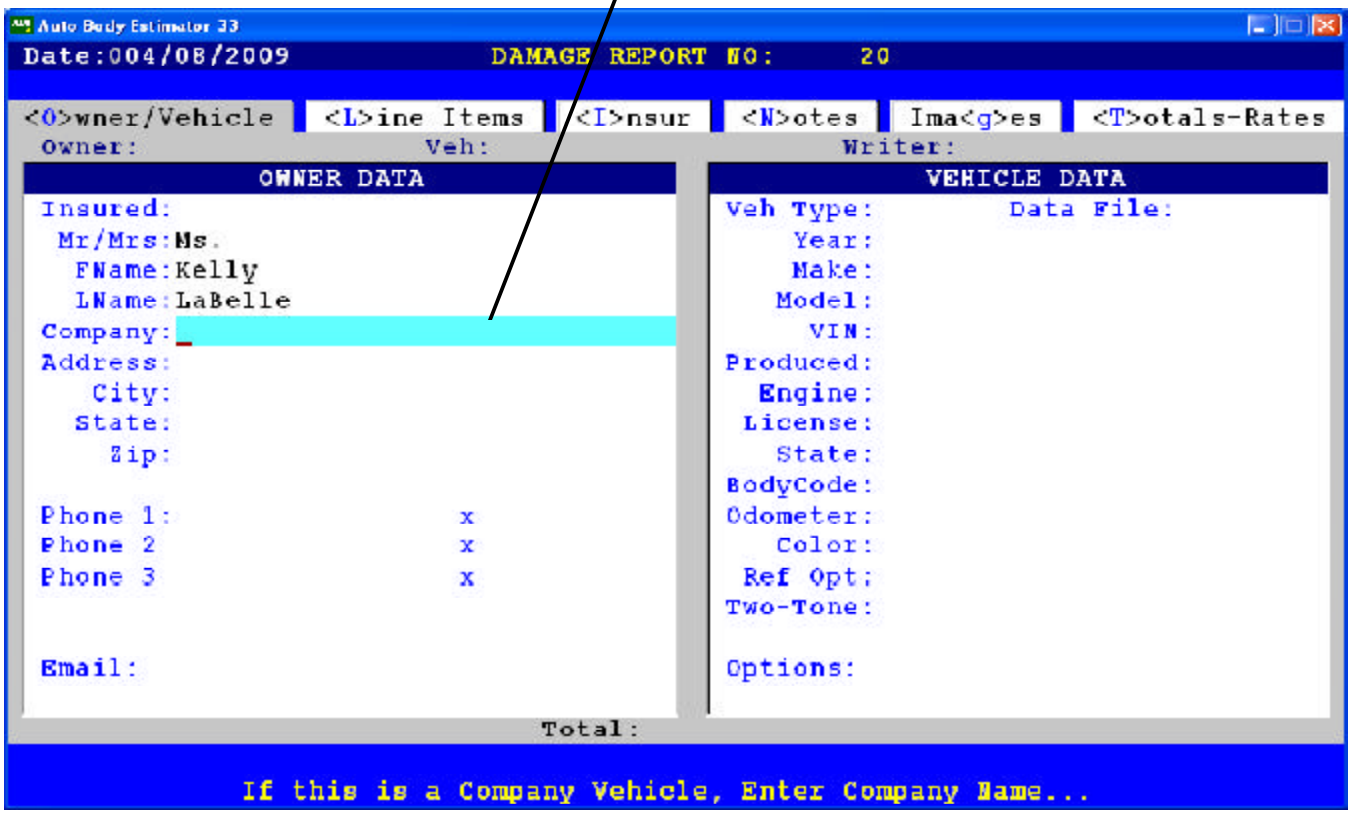


Enter Vehicle Owner'sEnter Vehicle Owner Company Name

If the vehicle is owned by a company or business, then enter that name here. If the vehicle is owned by an individual, leave this field blank.

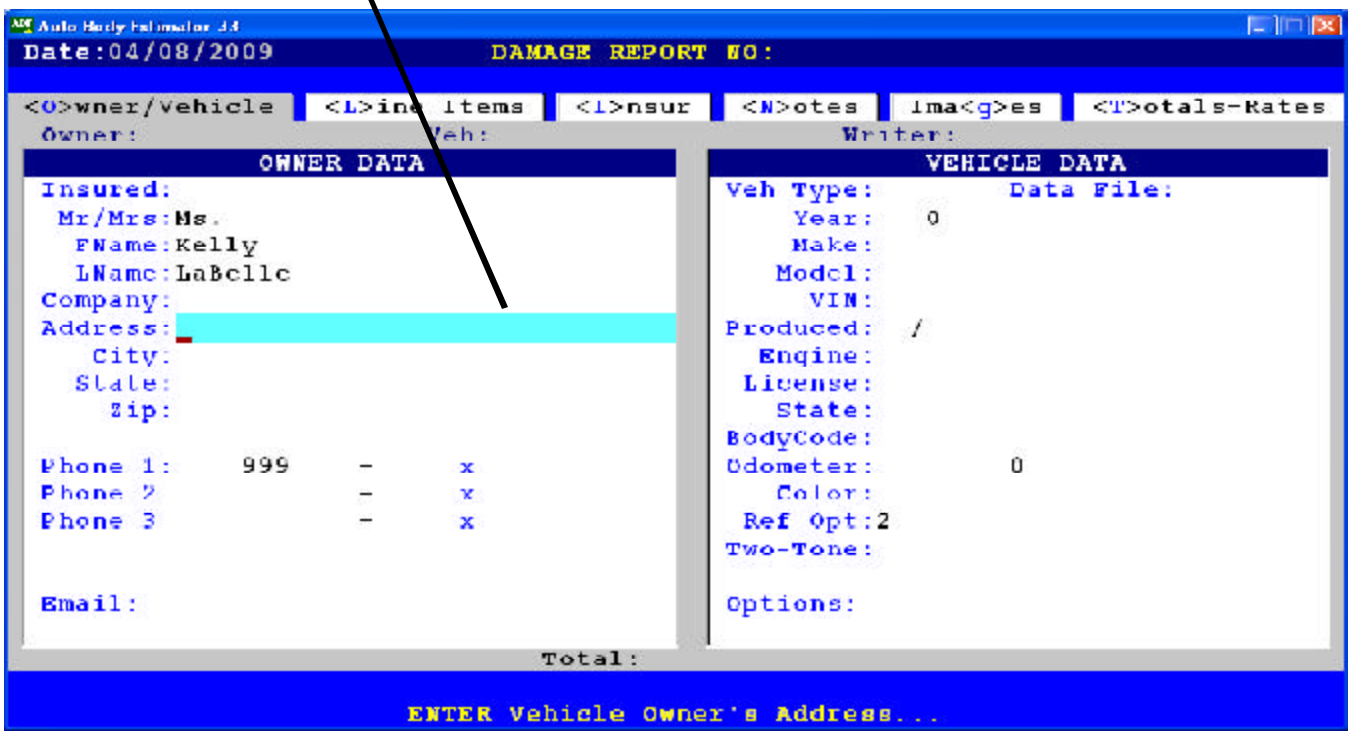
If the vehicle is owned by a company or business, then enter that name here. If the vehicle is owned by an individual, leave this field blank.

Company Name



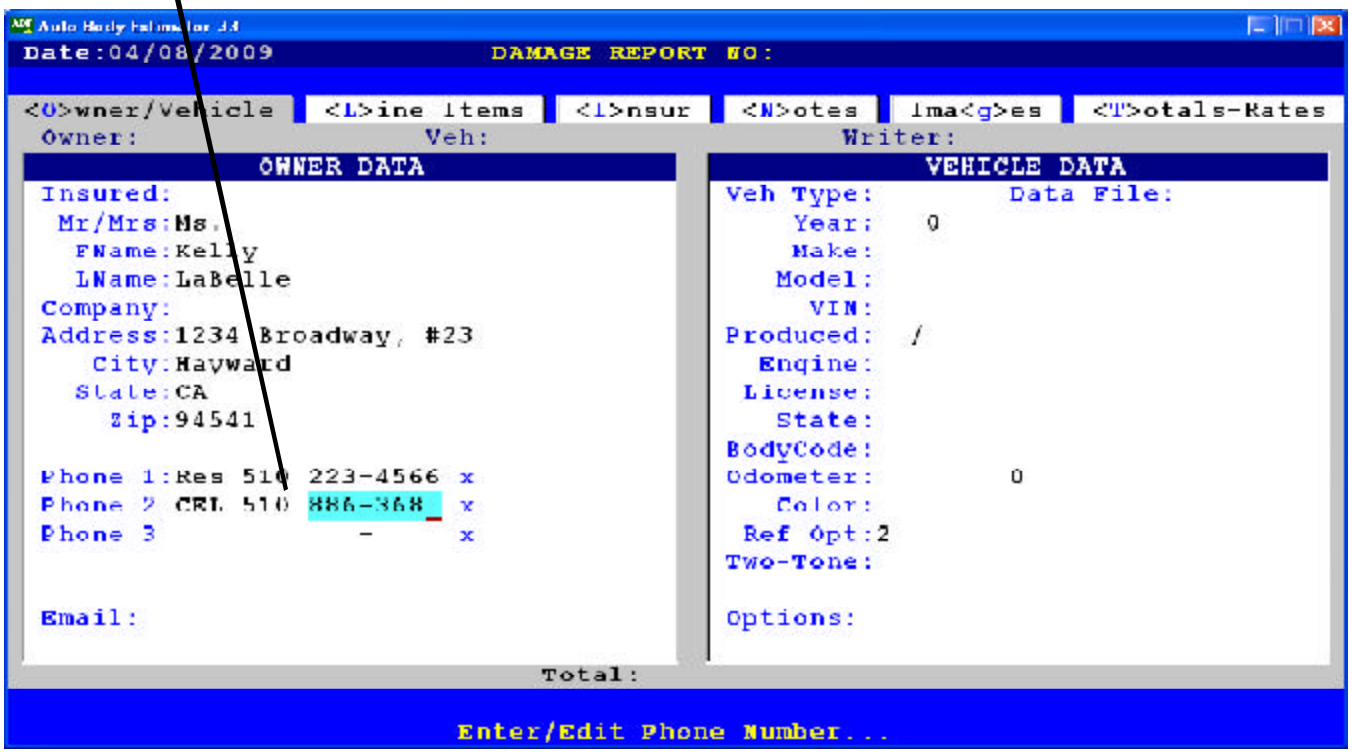
Enter Vehicle Owner Address

Enter the vehicle owner's address, city, stat/provence and zip postal code.



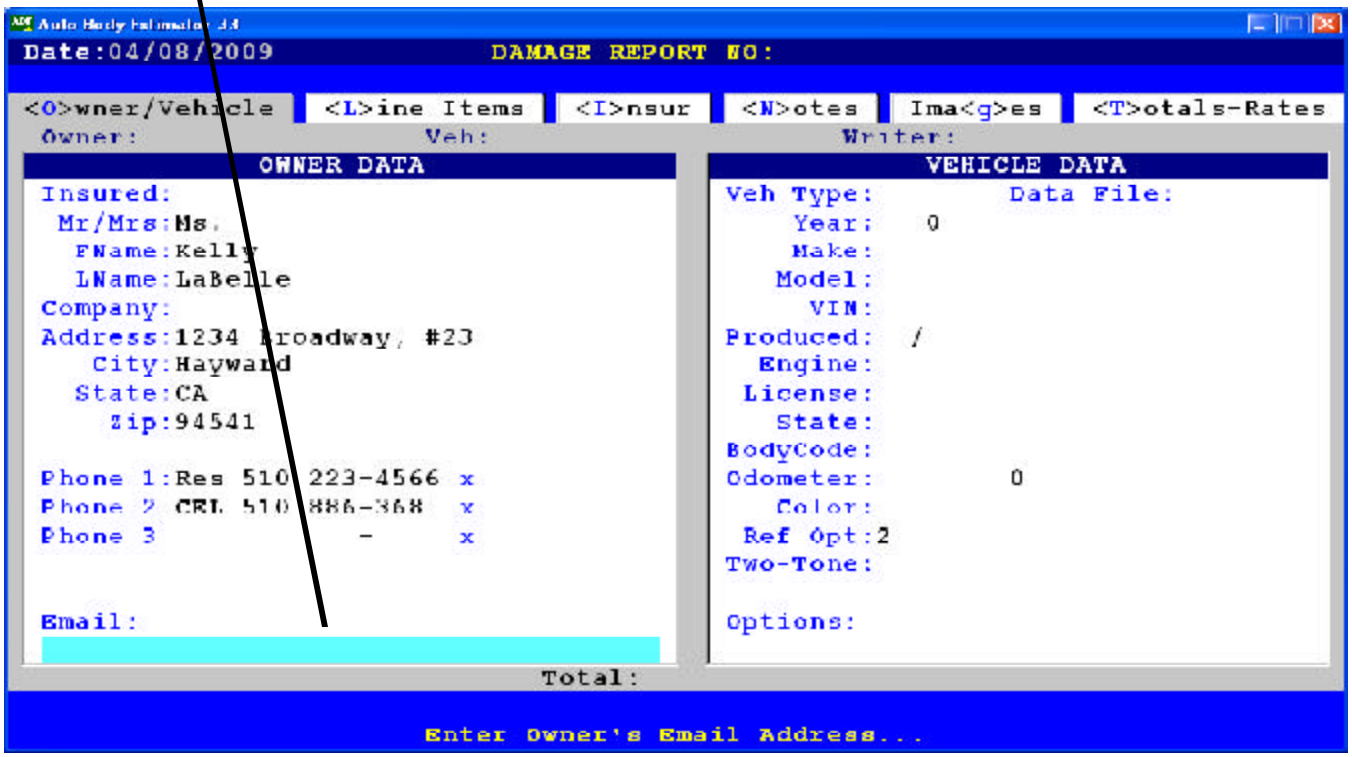
Enter Vehicle Owner's Phone NumbersAddress

Enter the vehicle owner's phone numbers. You can enter up to 3 different numbers with Phone types: Res, Cel, Bus, etc.



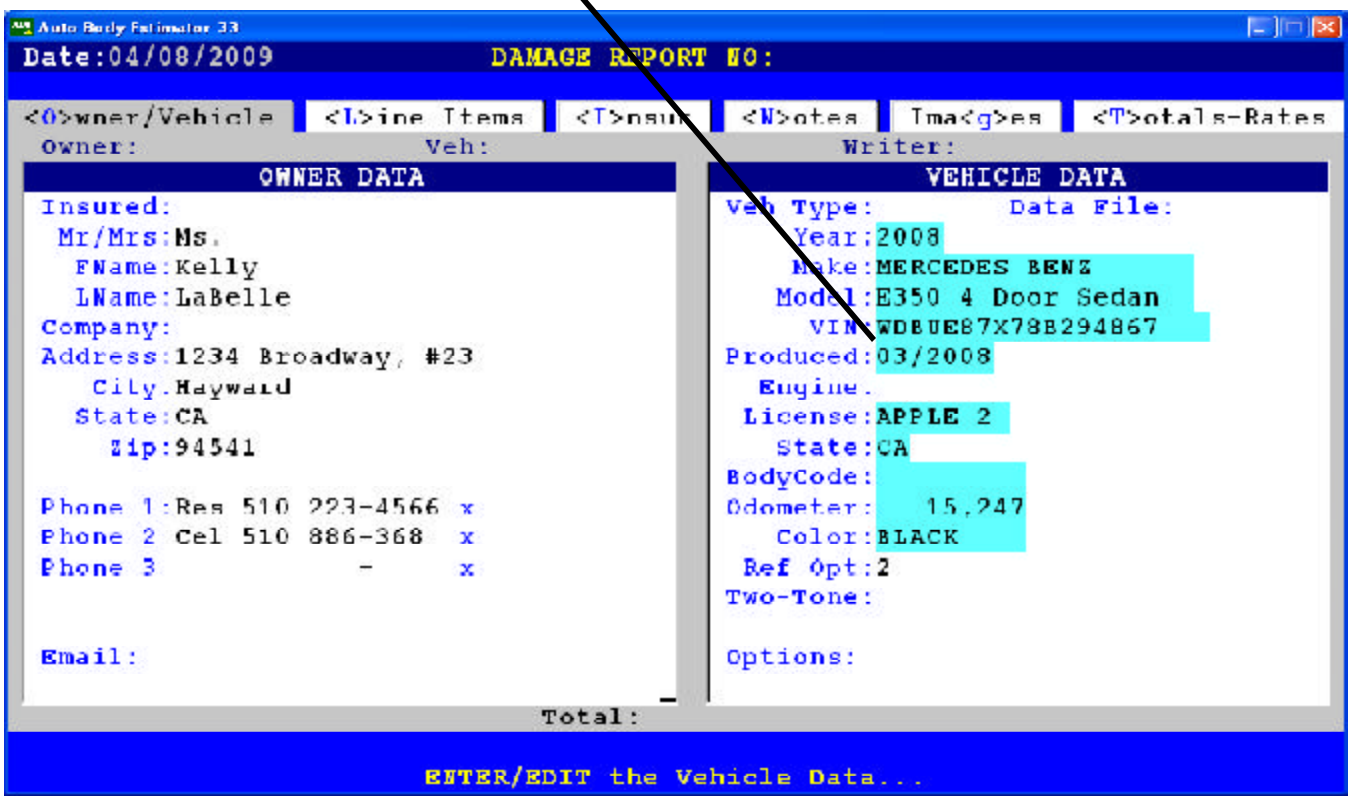
Enter Vehicle Owner's Email Address

Be sure to get the vehicle owner's email address. This comes in handy to email the estimate and pictures to him as well as exporting this information into ABF's Shop Management Software.



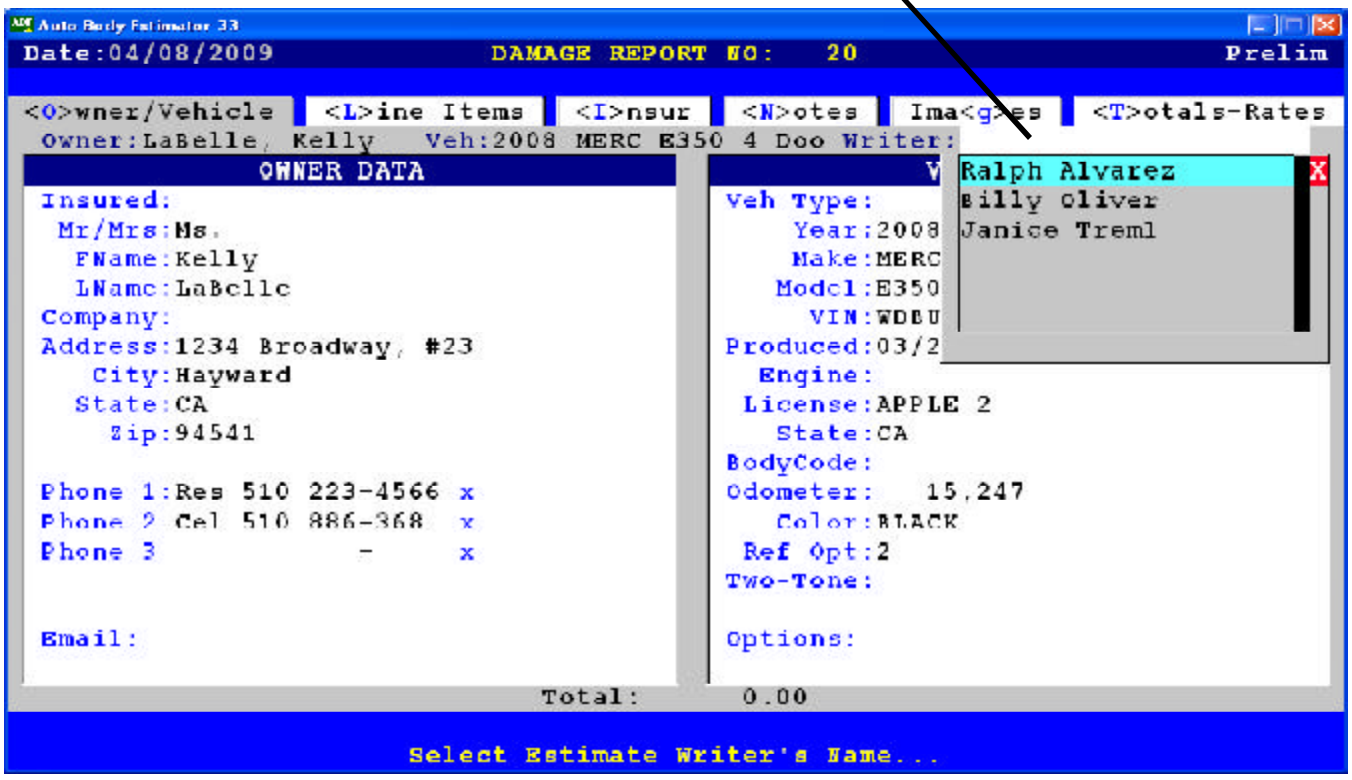
Enter Vehicle Information

Now you can enter the vehicle data. It is a good habit to enter all of the data like vin, production date, etc.



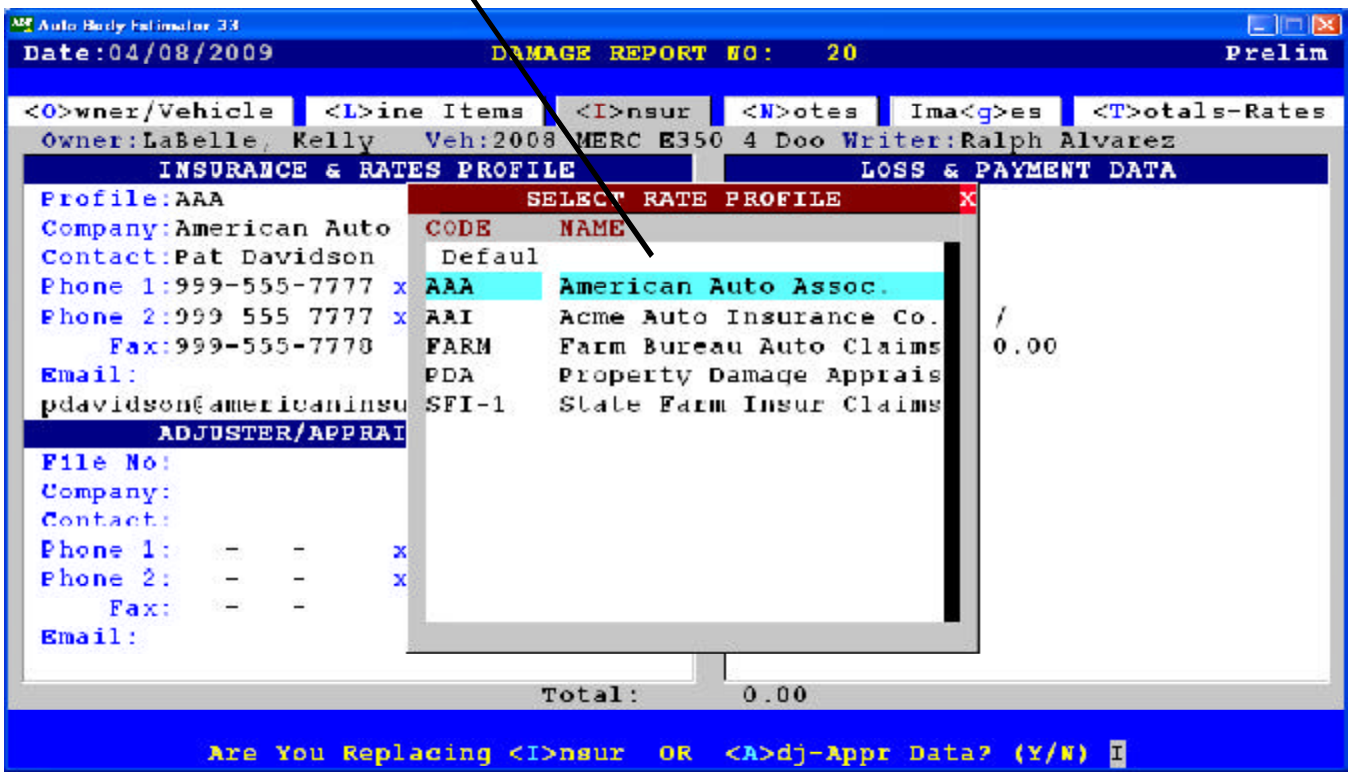
Select Estimate Writer's Name

Select the Estimate Writer's Name from this Window.



Select Rate Profile (and Insurance Company)

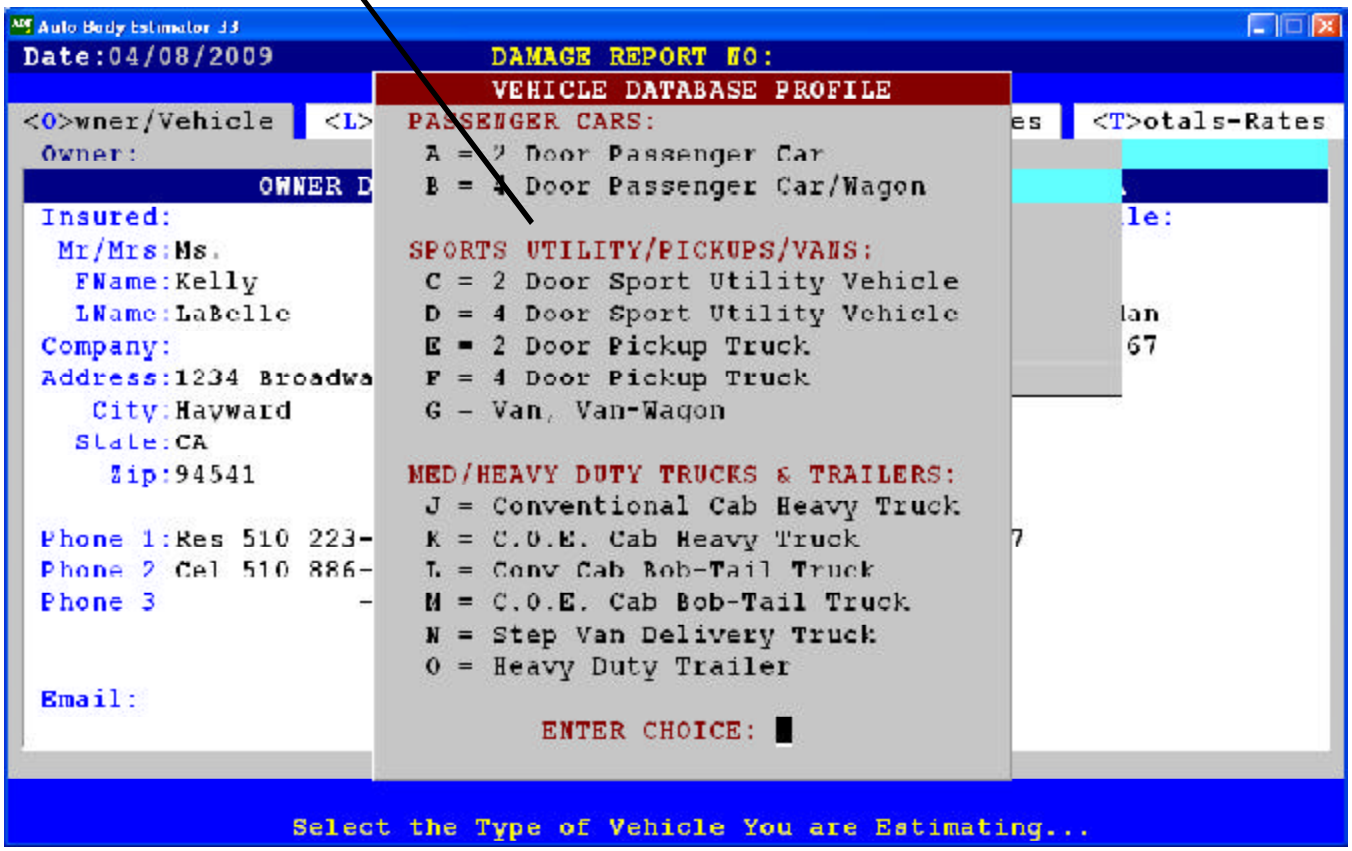
When you select the profile, you also select the insurance company which will automatically fill the insurance data screen. If you have special rates for a particular insurance company, the program will put them into the DamageReport.



NOTE: To automatically

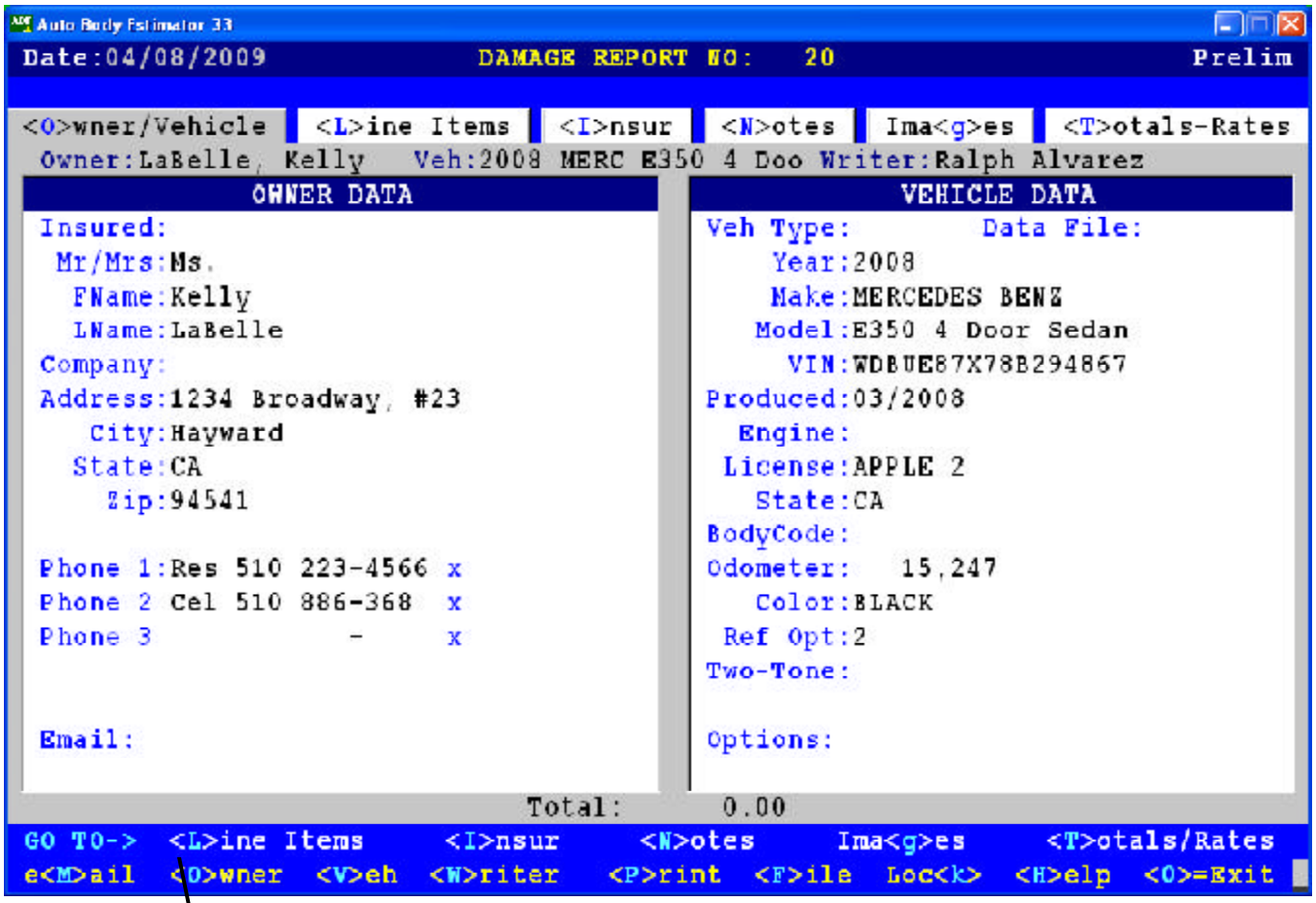
Select Vehicle Profile

Pick one that best matches the vehicle you are estimating.



Add Line Items

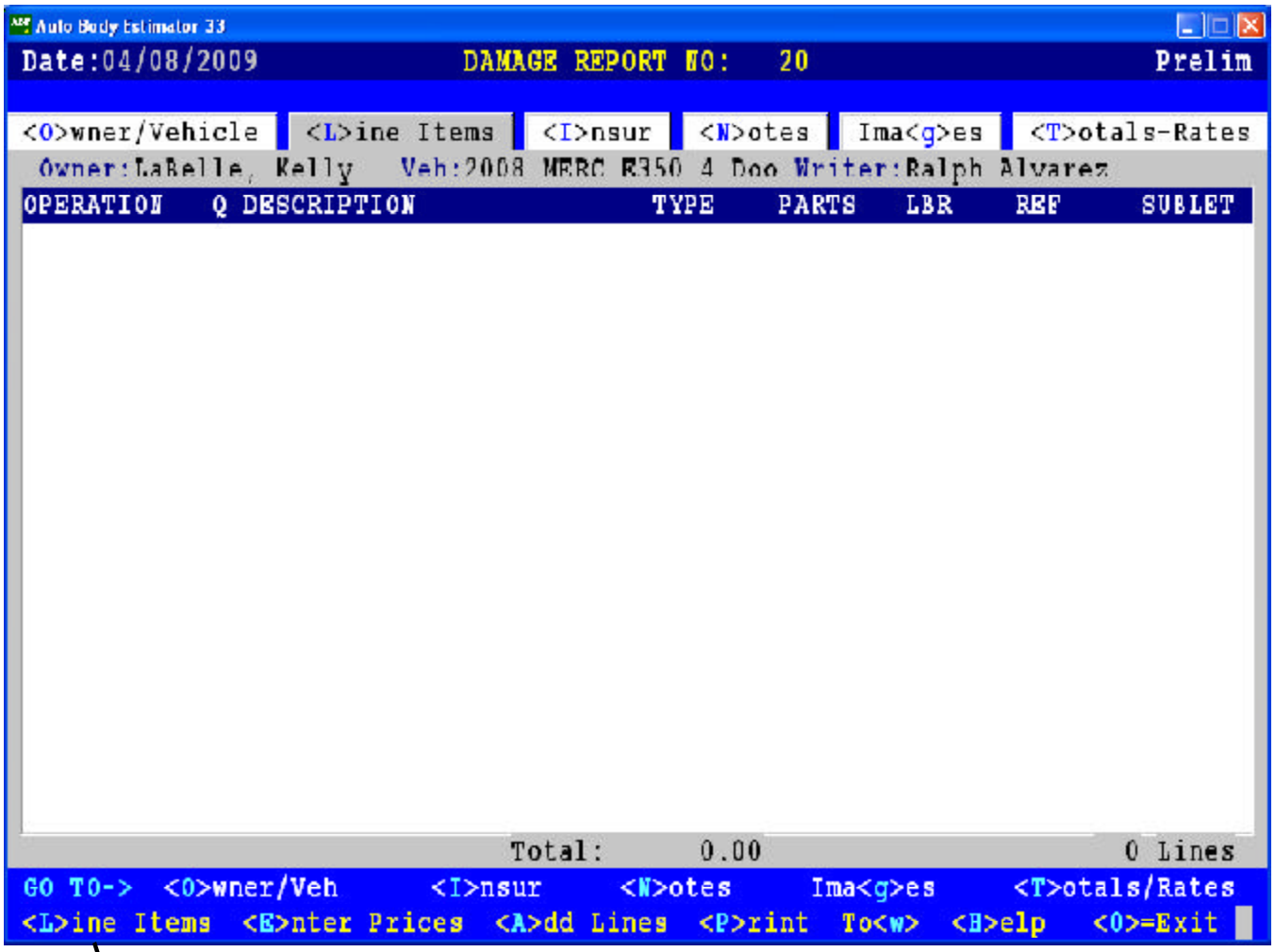
Now it is time to Add Line Items. Go to the Line Item Screen by pressing the L Key (Lines)



Press the L Key (Lines)

Add Line Items

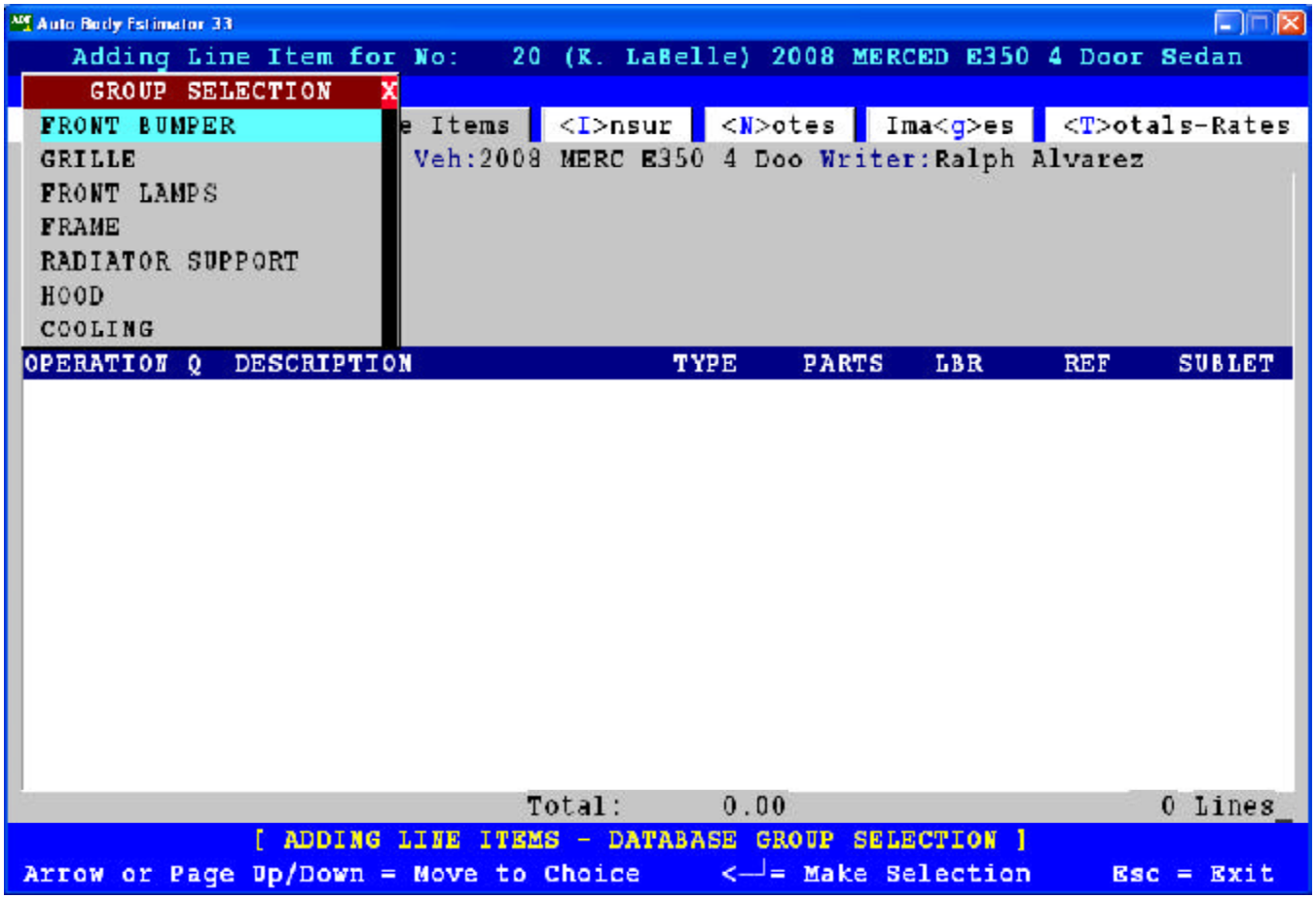
Press the A Key (Add) to begin Adding Line Items.



Press the A Key (Add

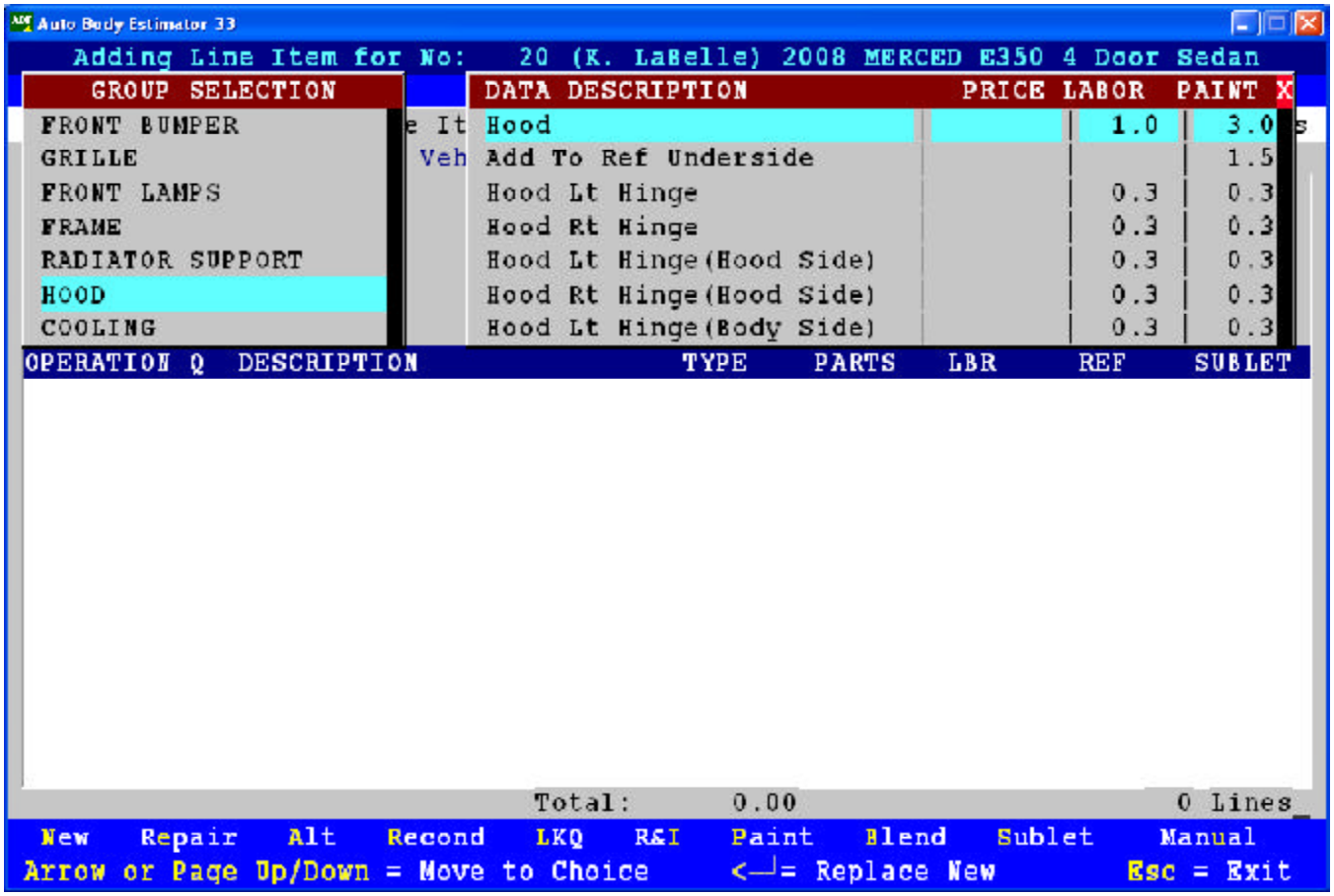
Add Line Items - Selecting a Group Category Level I

The parts group window appears first. Use the Up/Down Keys or the Mouse to navigate to your selection.



Add Line Items - Level 2 Parts & Labor Data

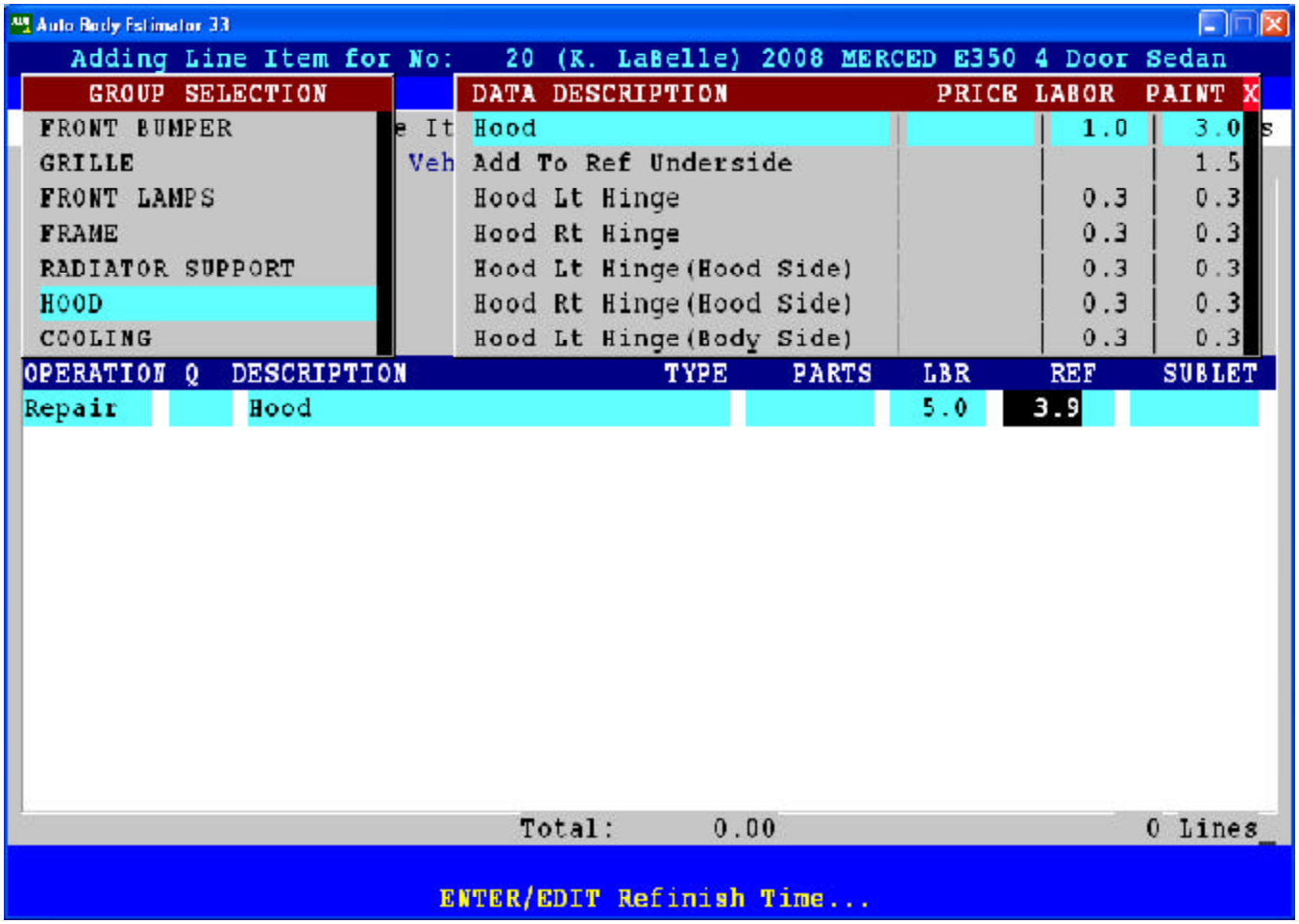
Use the Up/Down Keys or the Mouse to navigate to your selection.


Auto Body Estimator 33
Adding Line Item for No: 20 (K. LaBelle) 2008 MERCED E350 4 Door Sedan
GROUP SELECTION
FRONT BUMPER
GRILLE
FRONT LAMPS
FRAME
RADIATOR SUPPORT
HOOD
COOLING
DATA DESCRIPTION PRICE LABOR PAINT
Hood 1.0 3.0
Add To Ref Underside 1.5
Hood Lt Hinge 0.3 0.3
Hood Rt Hinge 0.3 0.3
Hood Lt Hinge(Hood Side) 0.3 0.3
Hood Rt Hinge(Hood Side) 0.3 0.3
Hood Lt Hinge(Body Side) 0.3 0.3
OPERATION Q DESCRIPTION TYPE PARTS LBR REF SUBLET
Total: 0.00
0 Lines
New Repair Alt Recond LKQ R&I Paint Blend Sublet Manual
Arrow or Page Up/Down = Move to Choice
<—= Replace New
Esc = Exit

Add Line Items - Selecting Parts & Labor Data

1) OPERATION FIELD: The first field to edit is the Operation Field. Select one of the following codes to for a operation description.

2) QUANTITY FIELD: The quantity is usually one. If you enter a value higher than one, it will not increase the value of the Parts Price Field.. If you Press the ENTER Key, the default of **1** will be assigned.



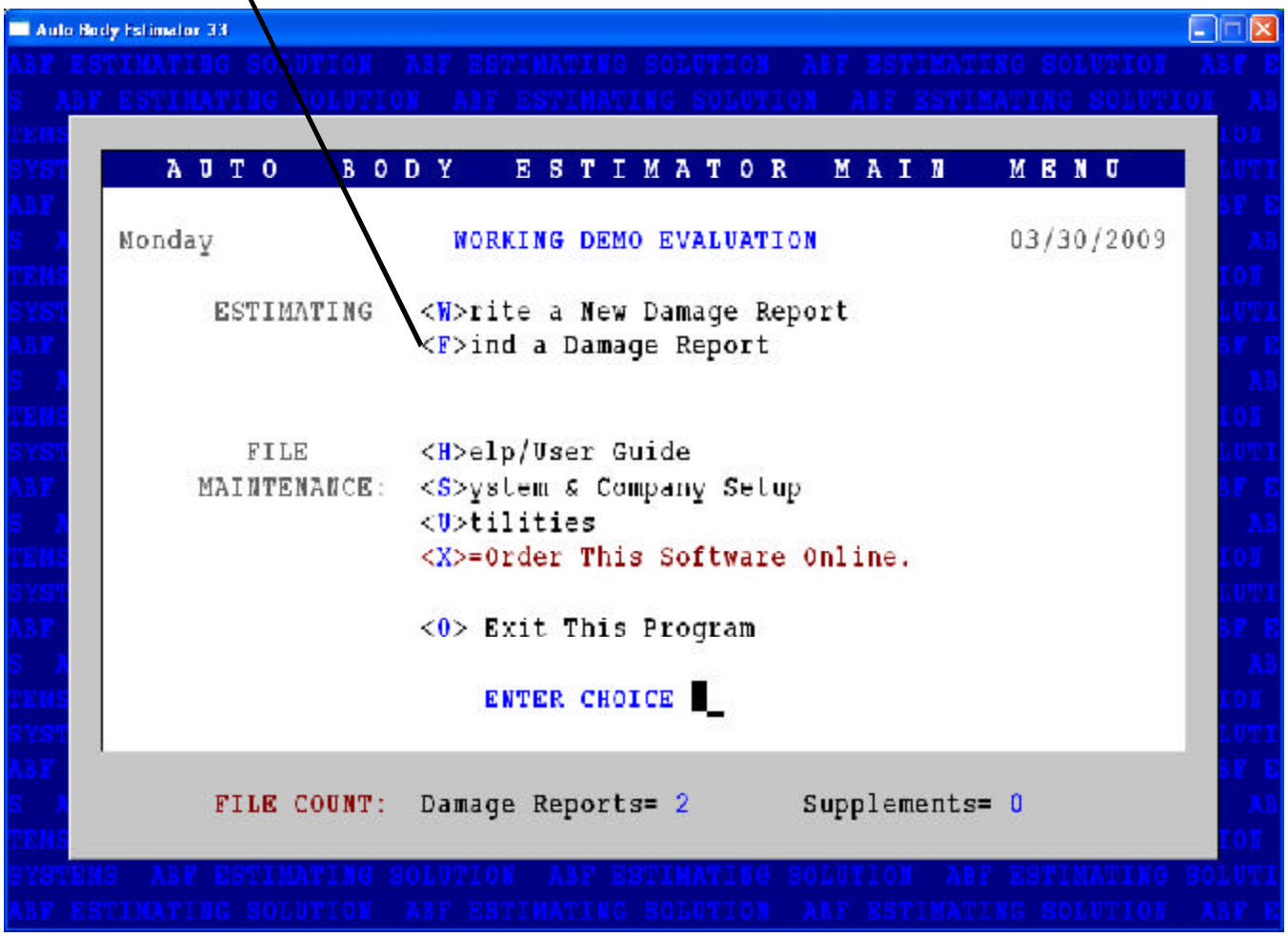
3) PART DESCRIPTION FIELD: The part description is automatically inserted into this field from the Parts/Labor Selection Window. You can change it to be more exact if necessary.

4) PART TYPE DESIGNATION FIELD: When replacing Parts, select the Part Type.

5) PARTS PRICE FIELD: Enter the retail price of a part only if you are replacing it.

Finding Current Damage/Supplement Reports

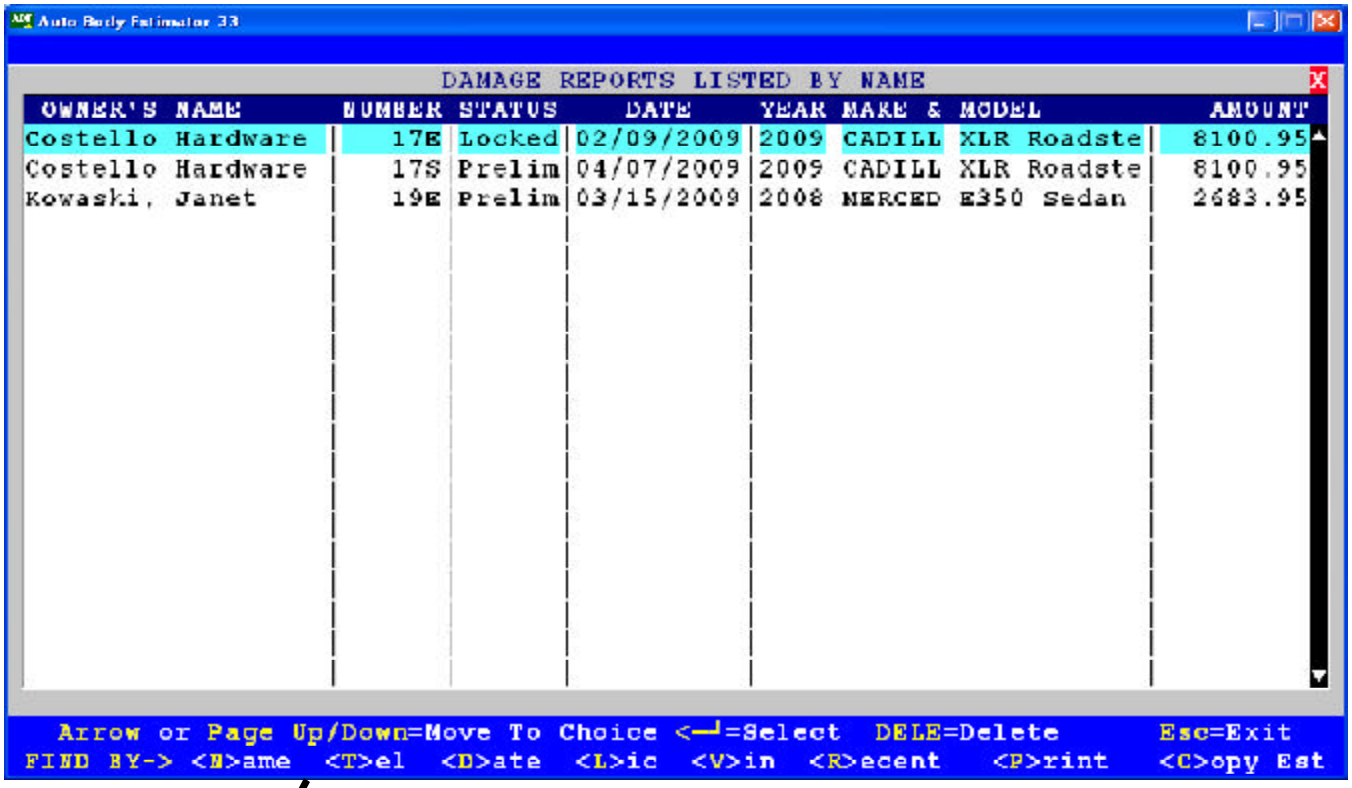
From the Main Menu - Press the "F" Key (Find Damage Report).



Selecting The Damage Report/Supplement

Use the Mouse or Up and Down Arrow Keys to browse through current Damage Report Records.

Damage Report Records are intially sorted by the Ower's Last Name or by Company Name.

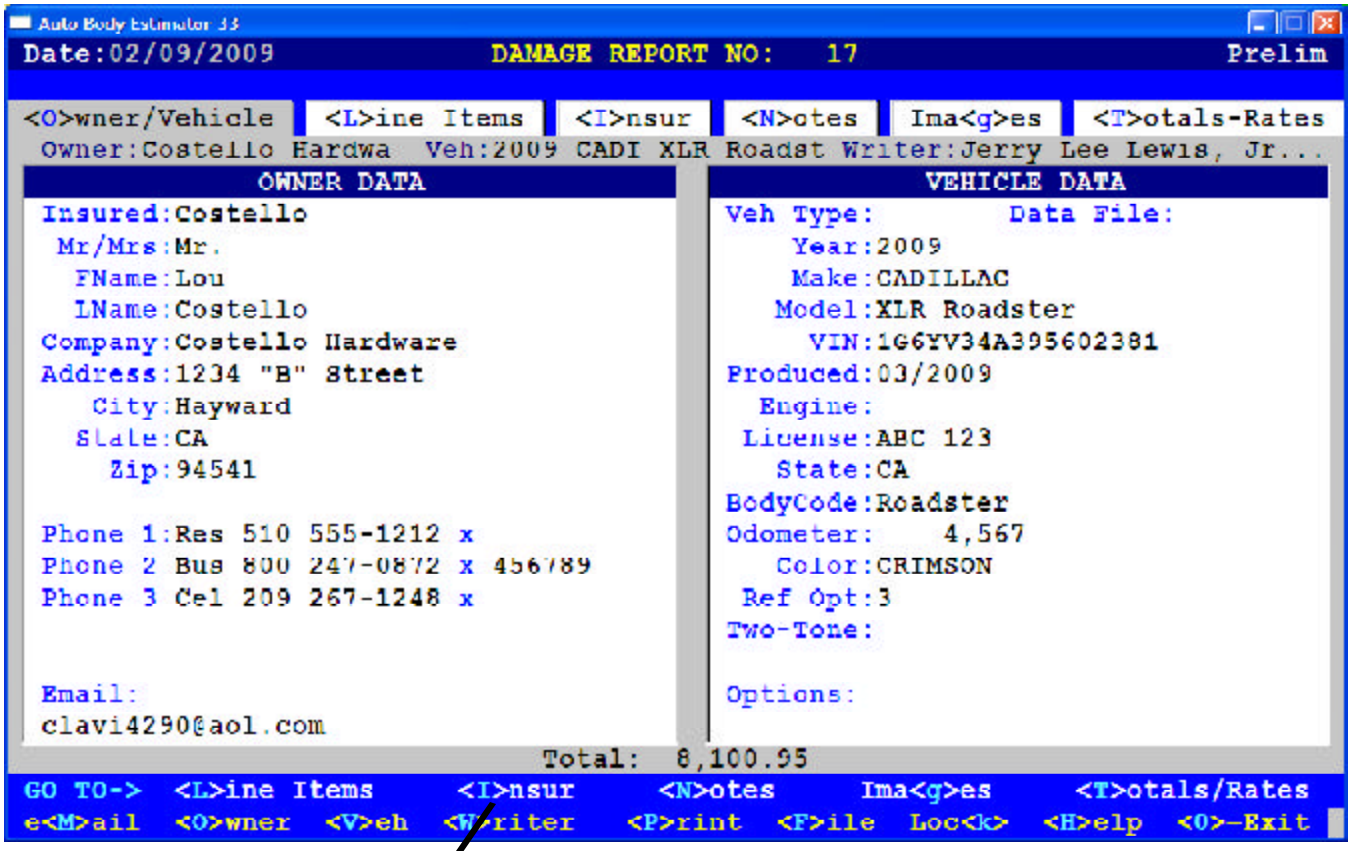


You can also search by:

1) **Vehicle Owner's Last Name or Company Name**
2) **Primary Telephone Number**
3) **Estimate Creation Date**
4) **License Plate Number**
5) **VIN (last 6 digits)**

The Owner/Vehicle Screen

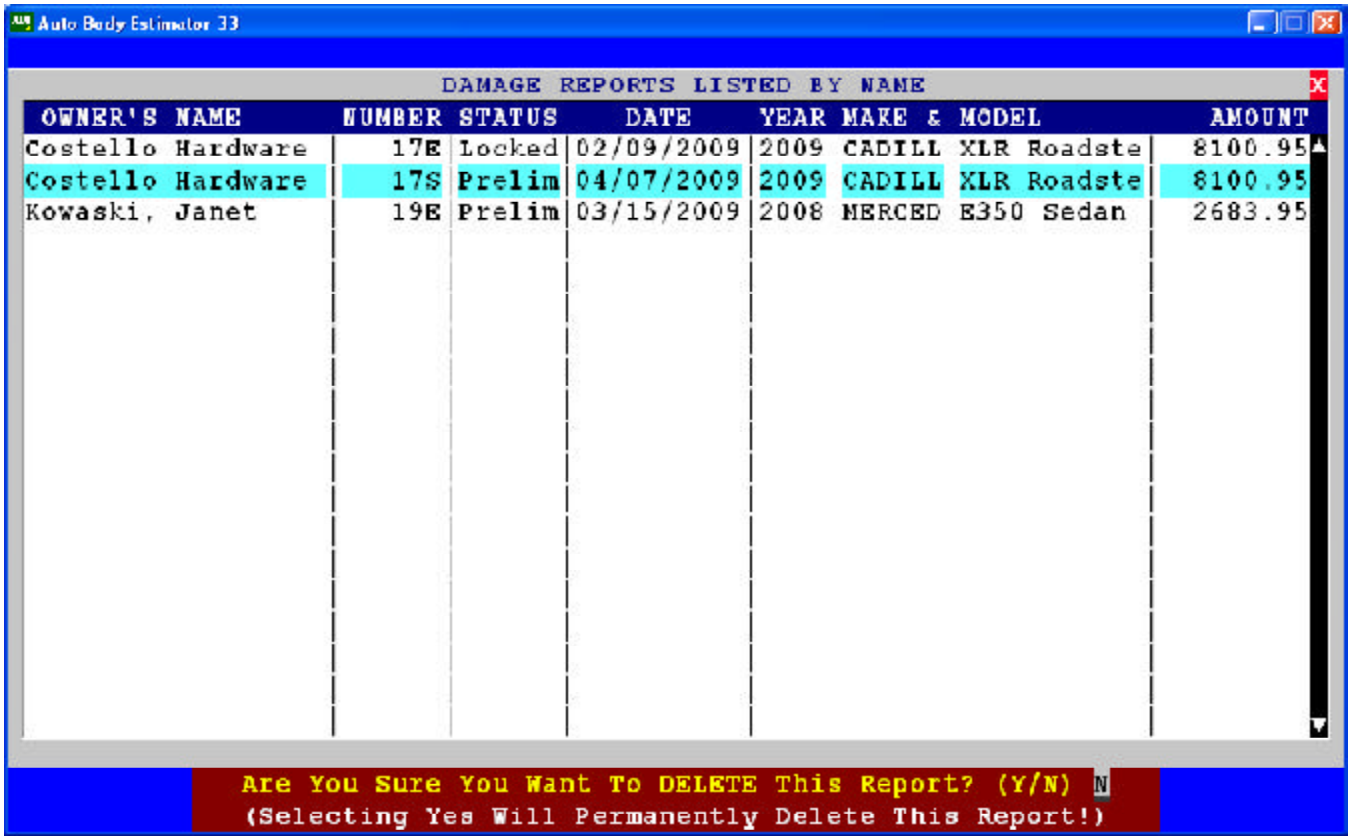
Once you select the Damage/Supplement Record, press the Enter Key to View the Estimate Record Screen. By default, the Owner/Vehicle Screen appears first.



Edit Commands are shown at the bottom of the screen.

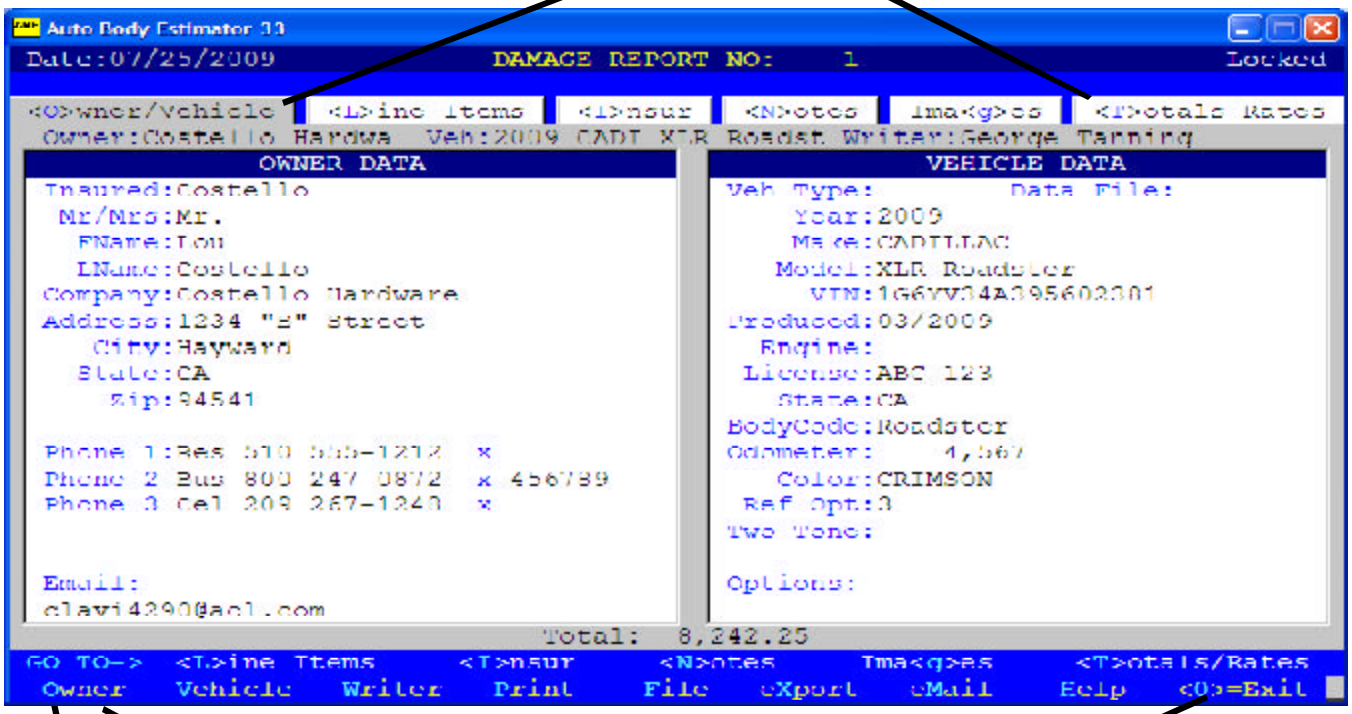
Deleting Damage/Supplement Reports

Use the mouse or Up and Down Keys to highlite the record you want to Delete. Then press the Delete Key.


Auto Body Estimator 33
DAMAGE REPORTS LISTED BY NAME
OWNER'S NAME NUMBER STATUS DATE YEAR MAKE & MODEL AMOUNT
Costello Hardware 17E Locked 02/09/2009 2009 CADILL XLR Roadste 8100.95
Costello Hardware 17S Prelim 04/07/2009 2009 CADILL XLR Roadste 8100.95
Kowaski, Janet 19E Prelim 03/15/2009 2008 MERCED E350 Sedan 2683.95
Are You Sure You Want To DELETE This Report? (Y/N) N
(Selecting Yes Will Permanently Delete This Report!)

The Owner/Vehicle Screen

The Owner/Vehicle Screen is the main data screen for the Damage Report Record. The data is organized into Tab Screens as shown below.

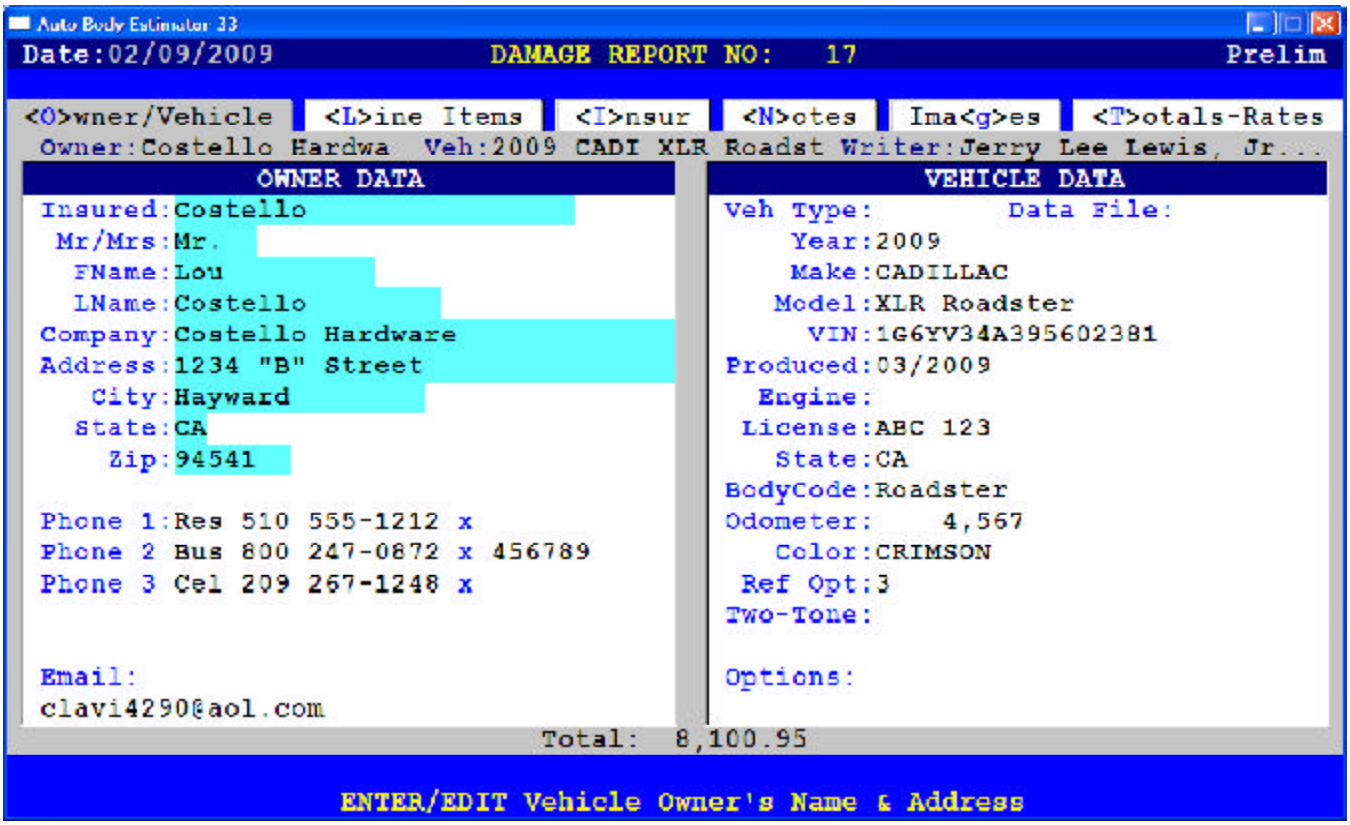


Edit Commands are shown at the bottom of the screen.

You can navigate to Other data screens (Line Items, Insurance, Notes, Images and Totals Screeens) by pressing the keys listed at the top row (GOTO->).

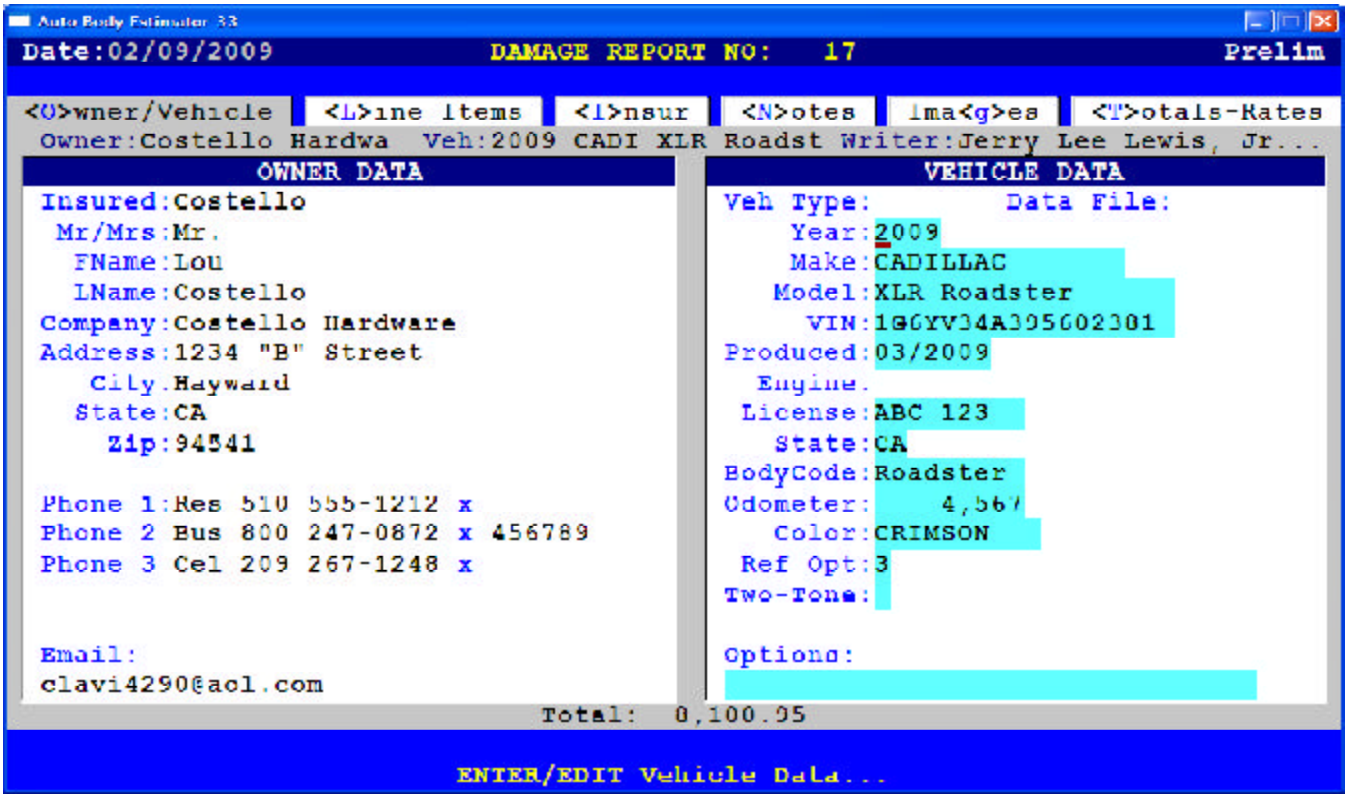
Edit Owner/Customer Data

Press the "O"Key (Owner) to Edit Vehicle Owner.



Follow the prompts shown at the bottom of the screen.

Edit Vehicle Data

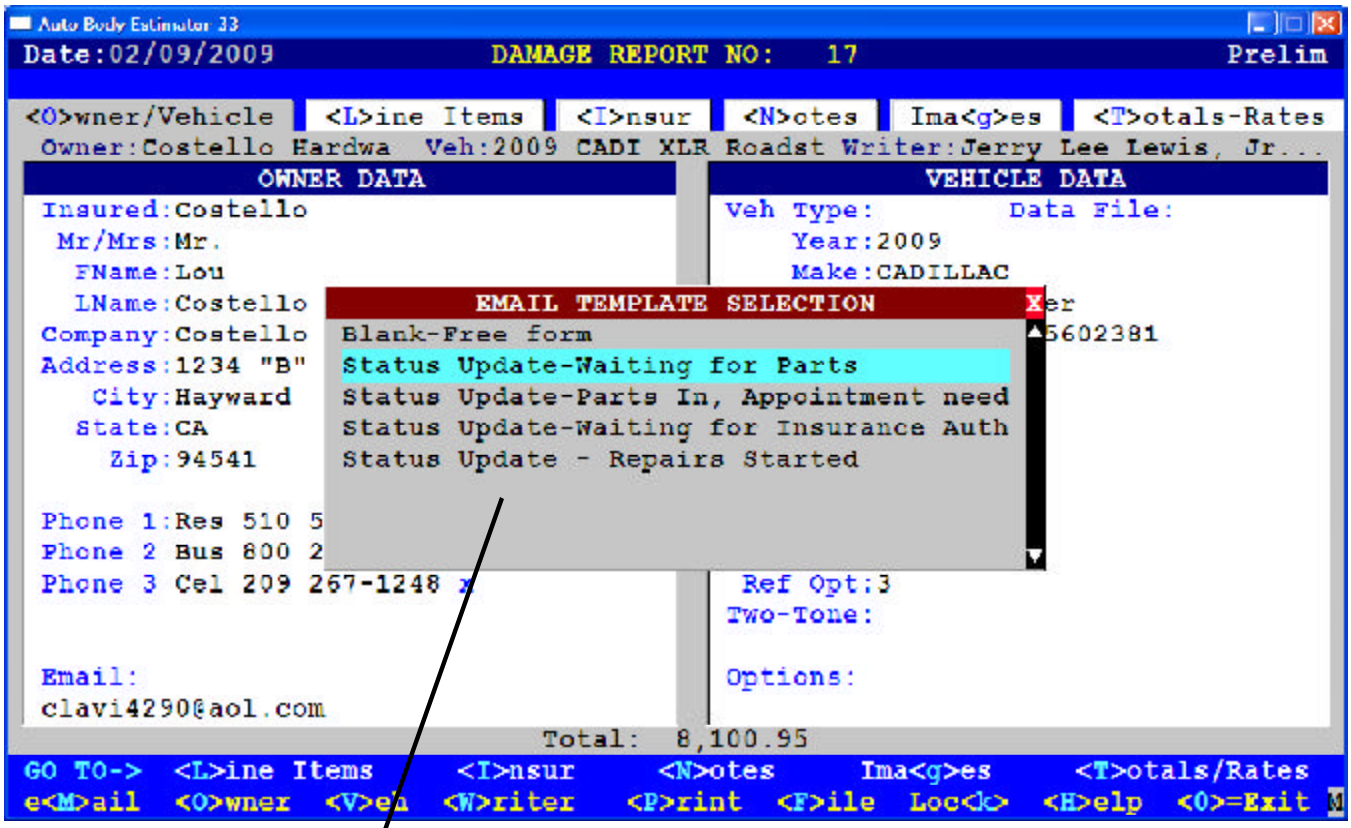


Follow the prompts shown at the bottom of the screen.

Send an Email To the Owner

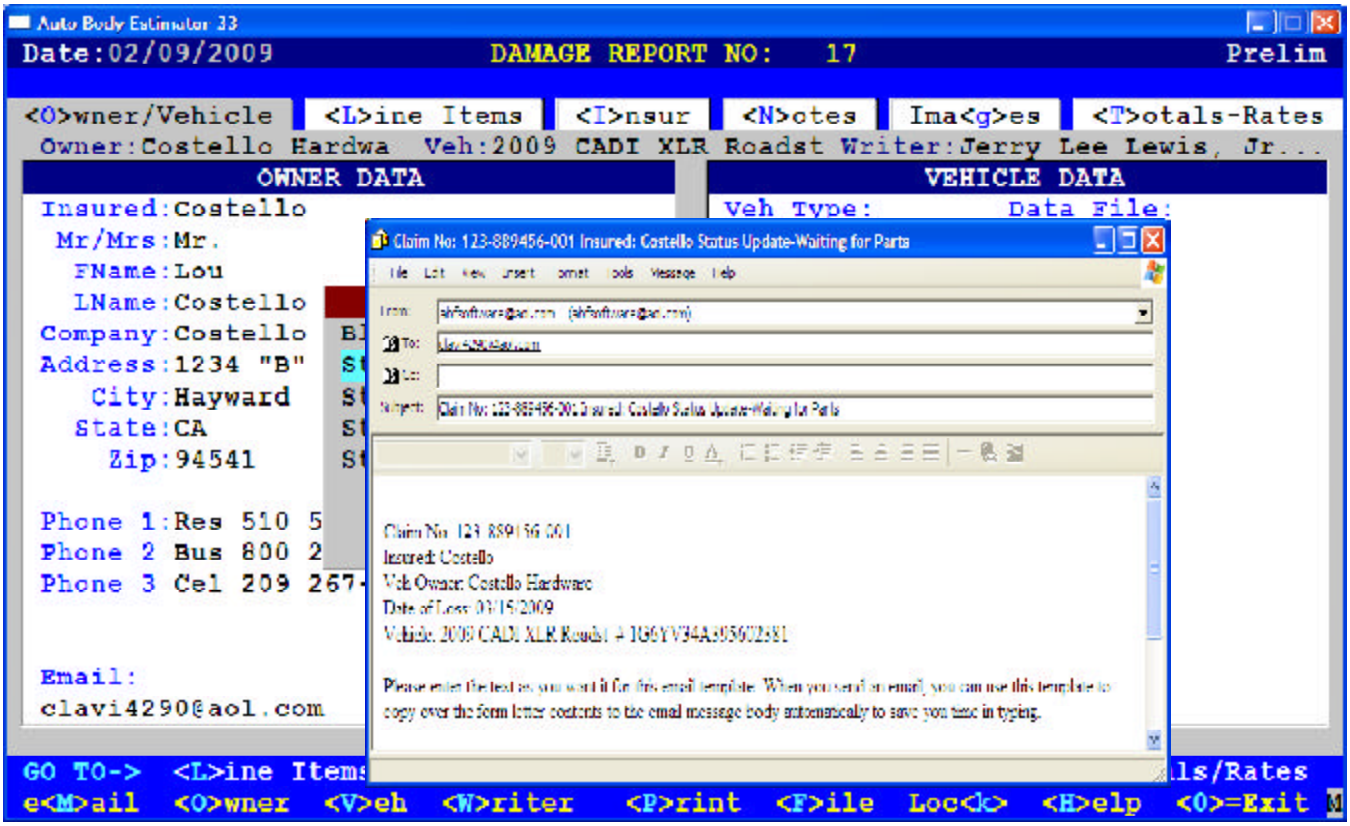
Press the "M"Key (eMail) to send an email the vehicle owner. This option uses Microsoft "Outlook Express" or Windows "Mail". Both come free with Windows Explorer.

Sends email with attachments by either using default mail client installed on the screen, typically Outlook Express, or through SMTP, as the user selects with or without user interaction.



Use the Mouse or the Up/Down Arrow Keys to Scrow through the Templates of Pre-Canned Email Subject and Message Contents. Or you can select a blank form and write your own.

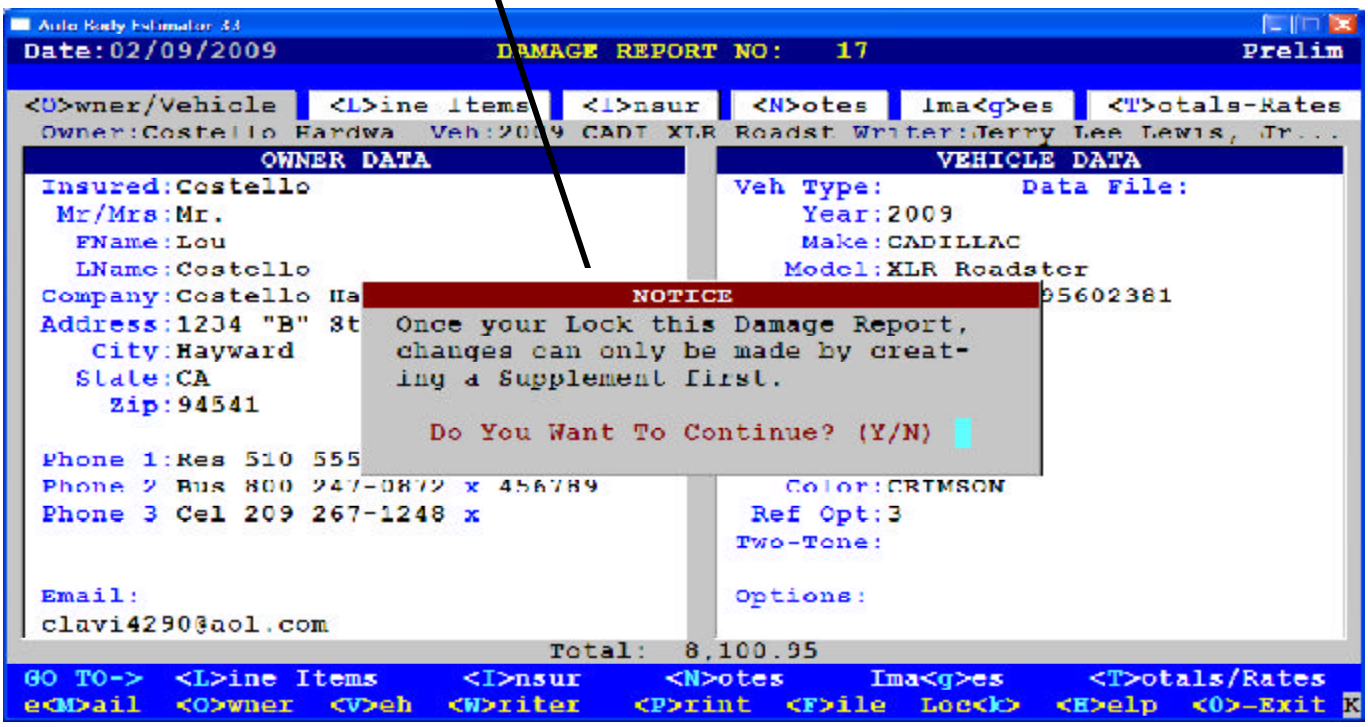
Send an Email To the Owner - Cont'd



Locking The Damage Report

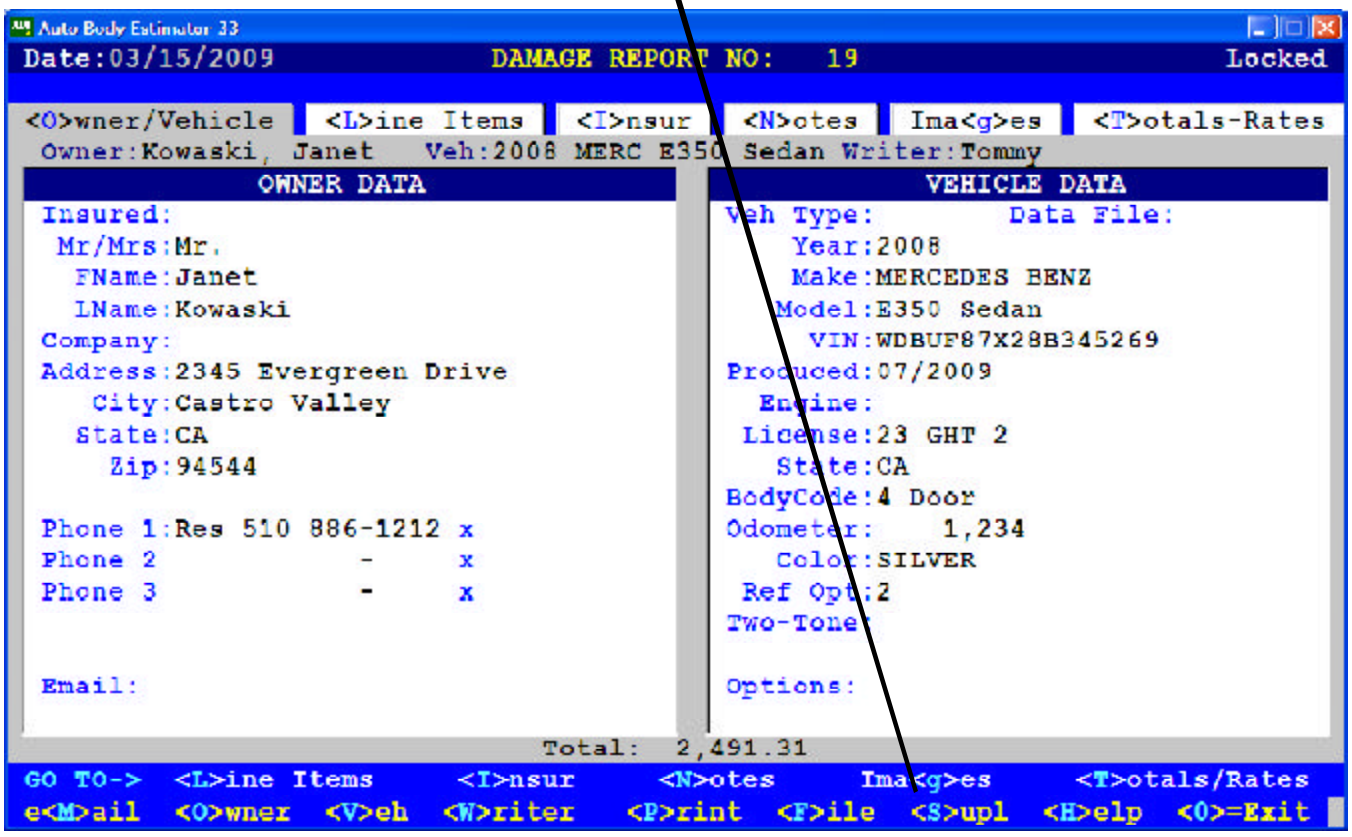
Press the "K"Key Loc<k> toLock the Damage Report.

Before you can create a Supplement, you must first Lock the Report. When you Lock a Report, you can not longer make any constructive changesto the summary totals.



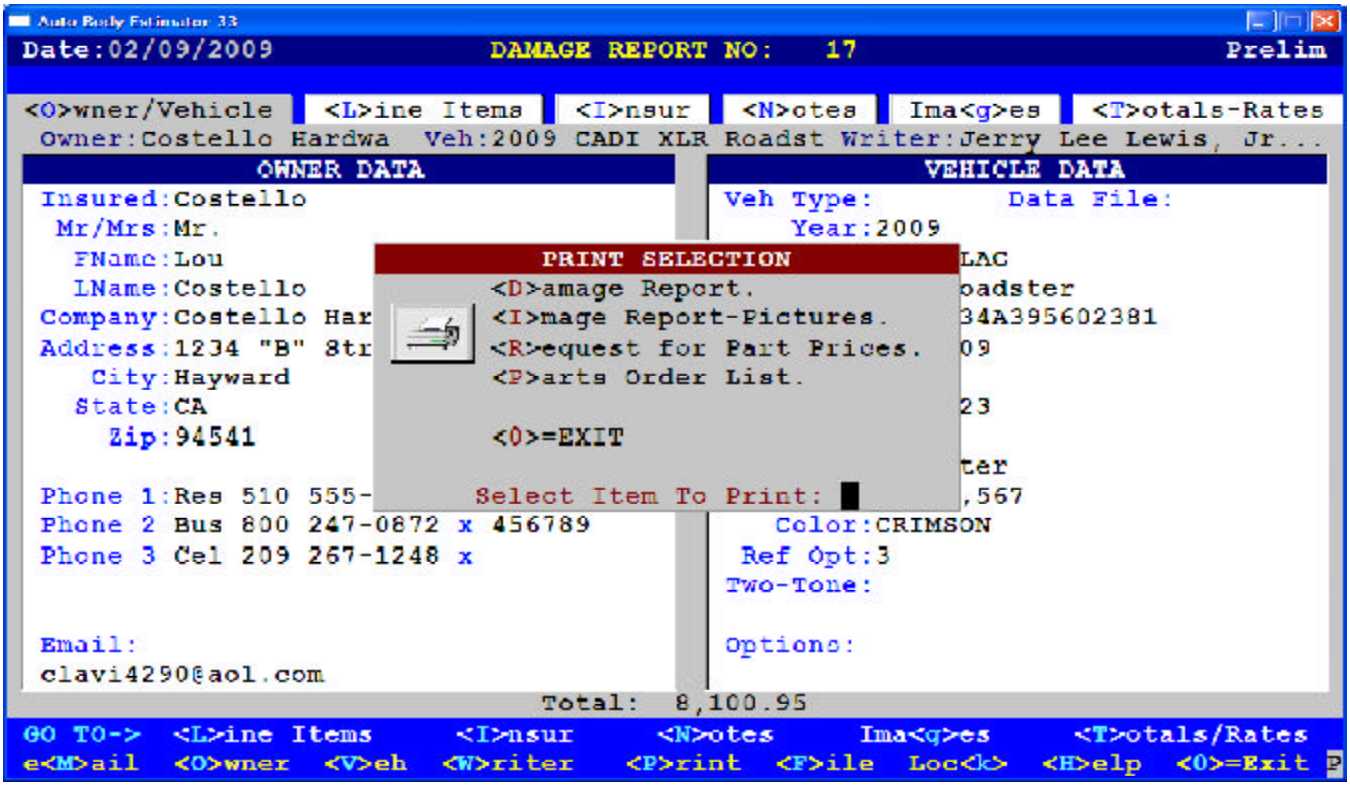
Creating a Supplement Report

Once the Damage Report has been Locked. Press the "S"Key <S>upplement to create a New Supplement Record.



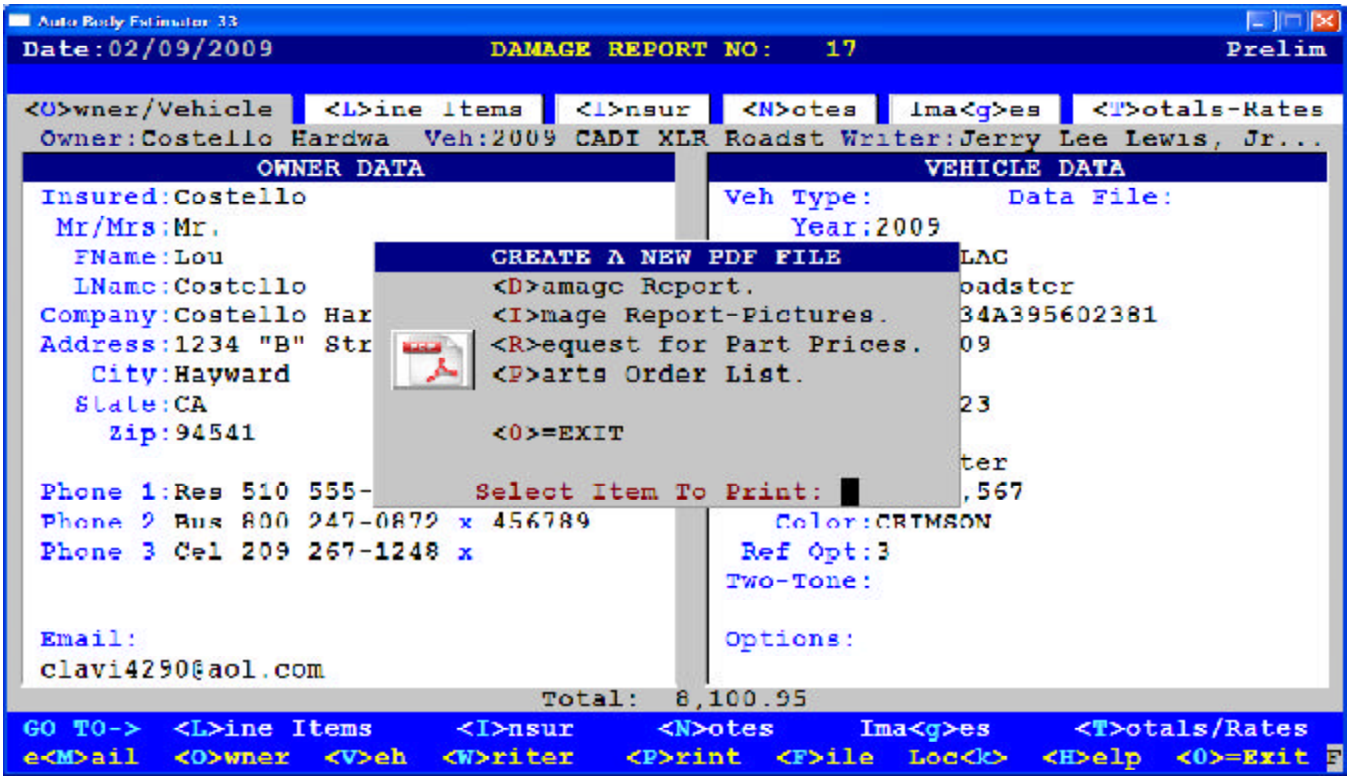
Printing the Damage/Supplement Report

Press the "P"Key <P>rint to print .



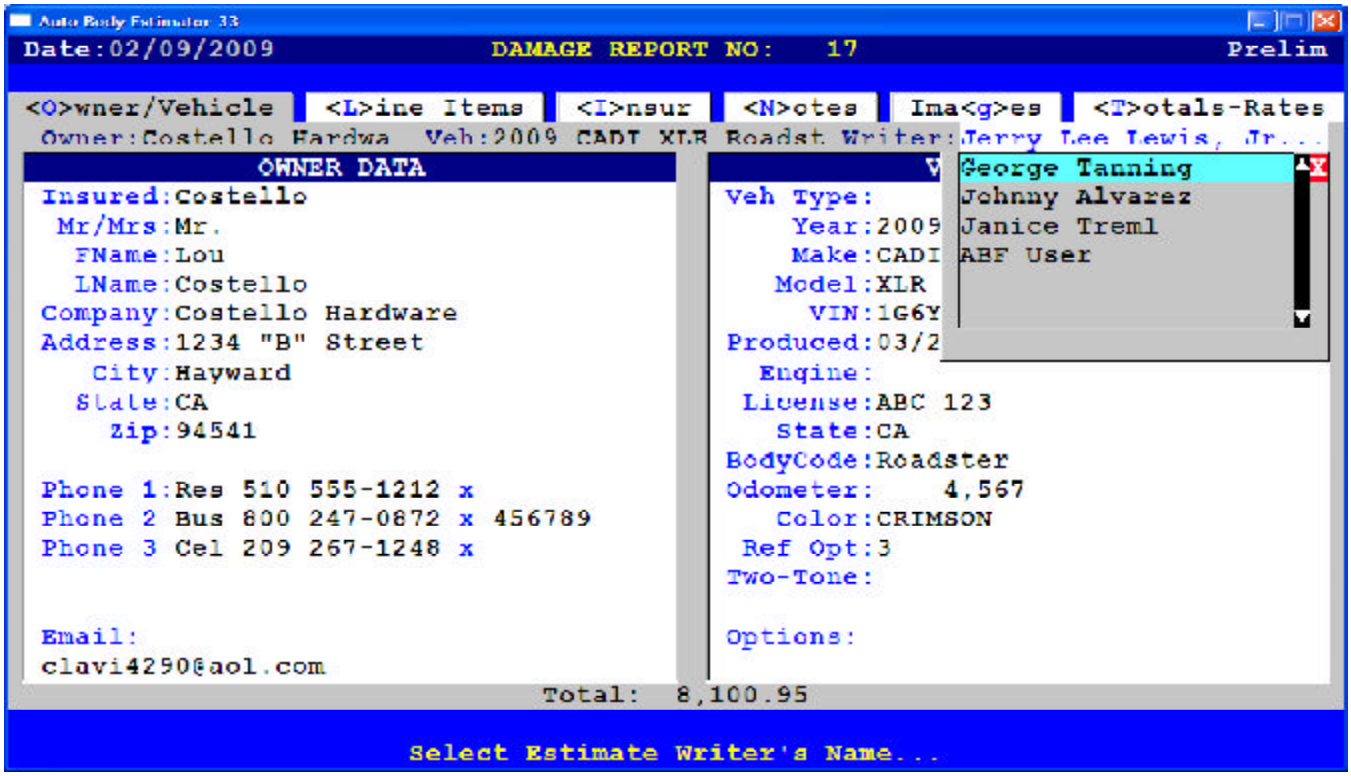
Creating PDF Files

Press the "F"Key <P>rint to cresate a PDF file . Yopu can create PDF files of the Damage Report Estimate, Digital Images, Parts Order or Pricing Request and the Supplement Report. /You can email these files as attachments to customers and adjusters.



Changing the Estimator or Writer Name

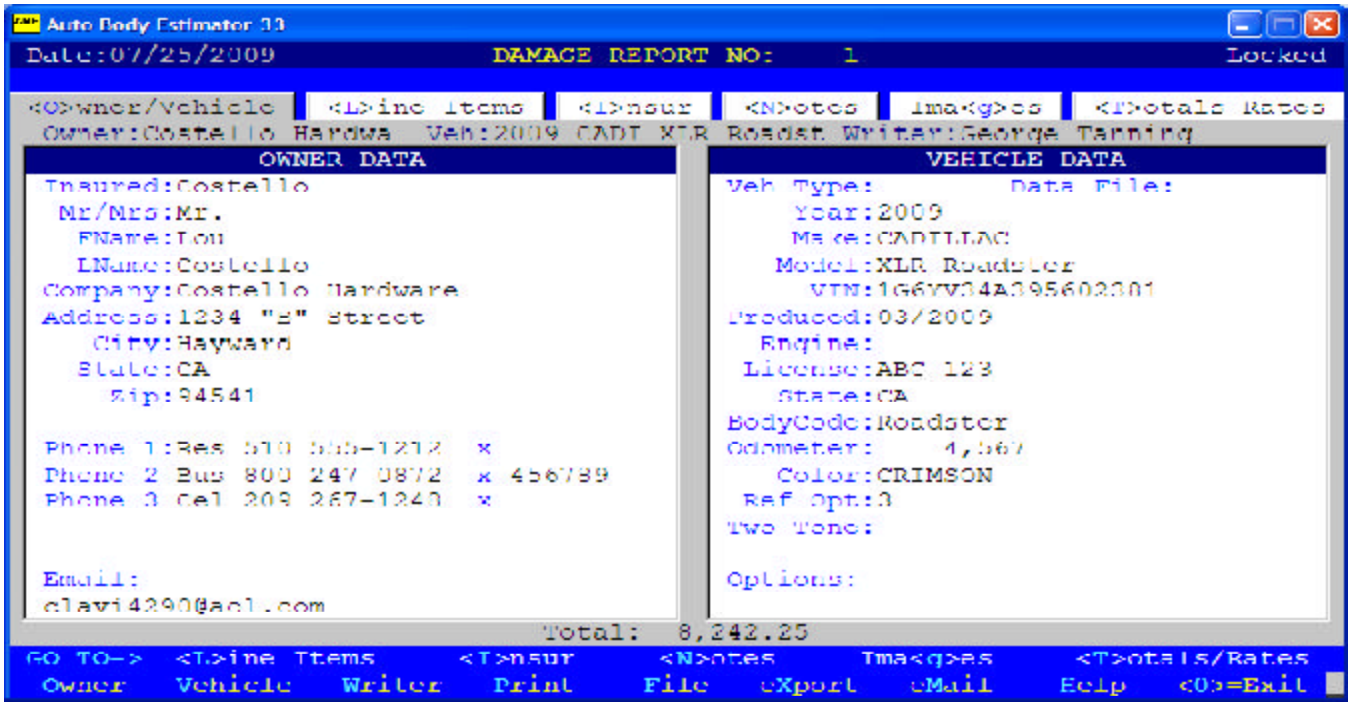
Press the "W"Key (Writer to change the name of the estimate writer.



Export the Damage/Supplement Report

Press the "X" key (eXport) to create export files.

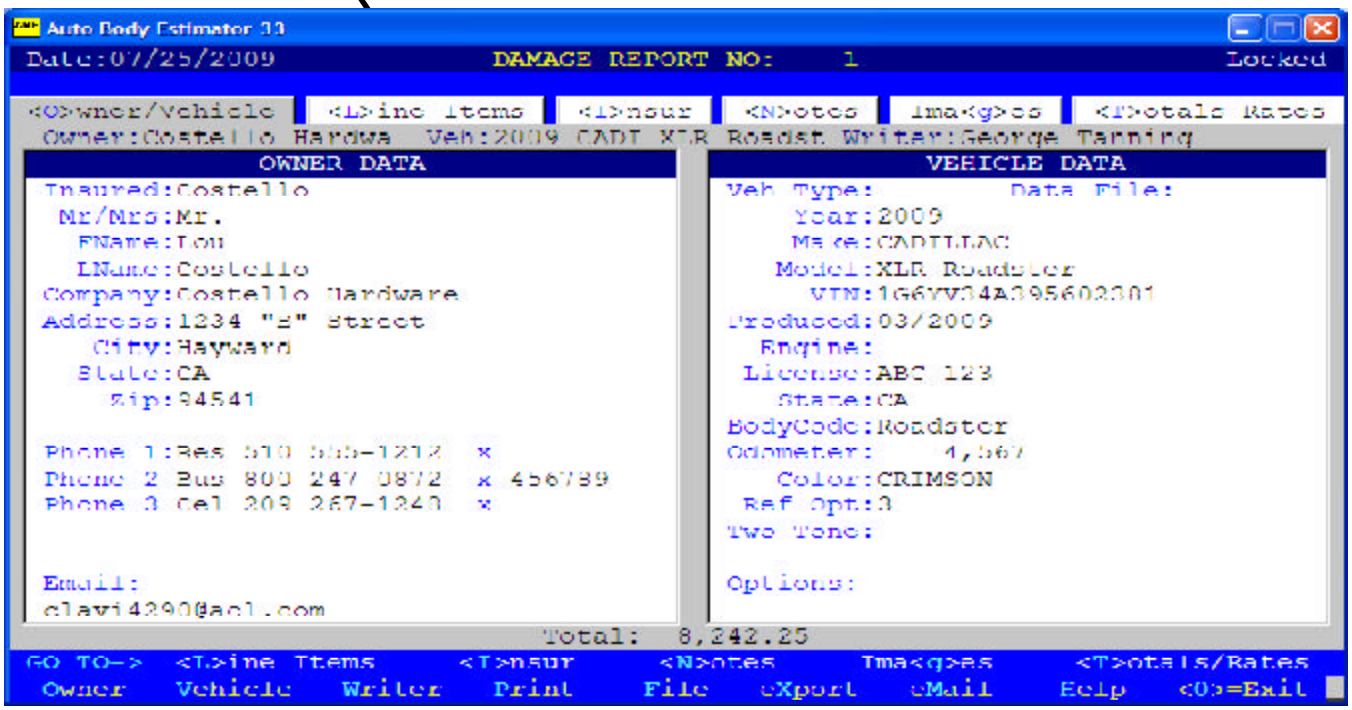
You can Export the Damage Report or Supplement Report to ABF's Shop Invoicing Management Software like "Body Shop Manager" soiftware. This command



Press the "X" key (eXport) to create export files.

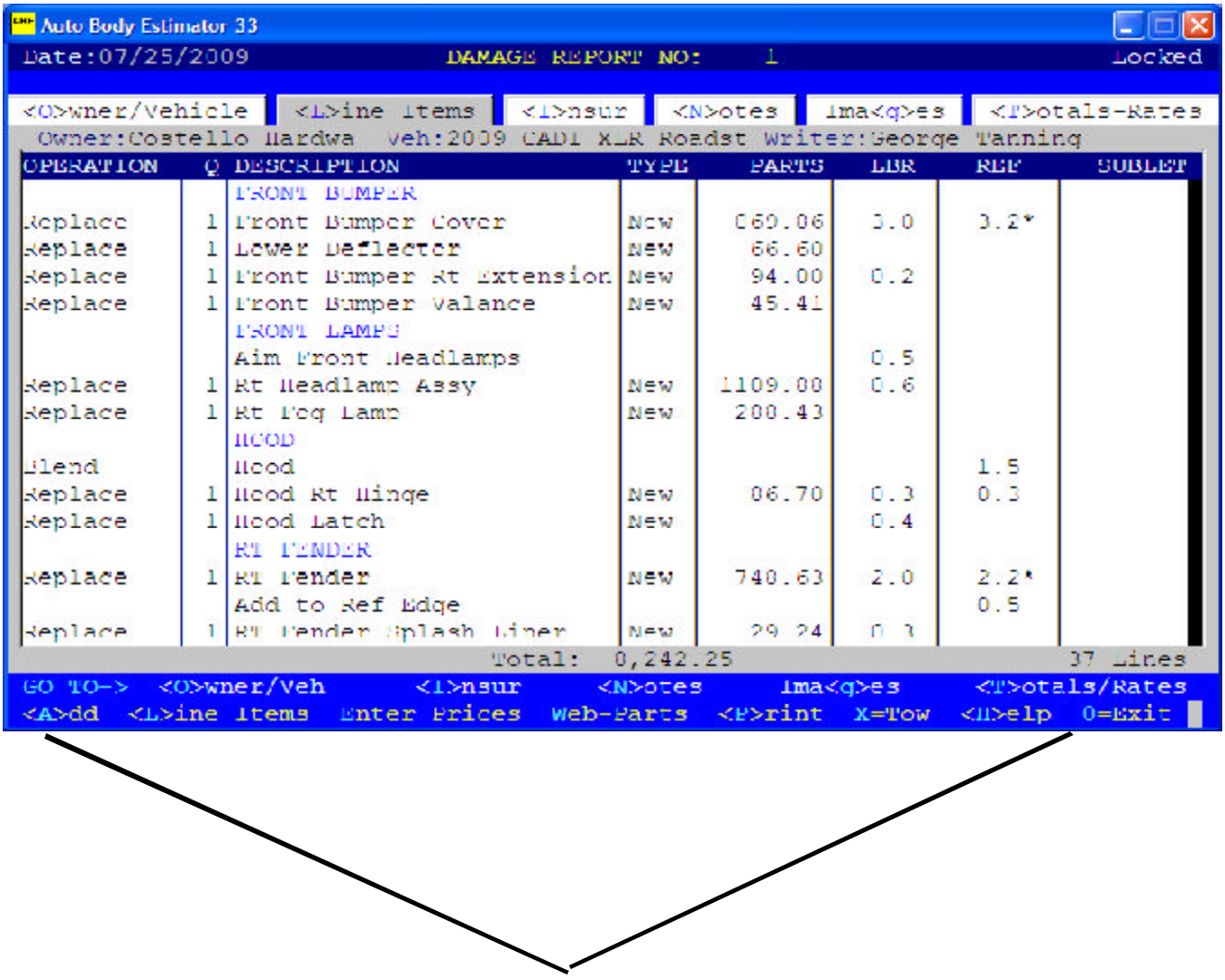
The Line Items Screen

Press the "L" Key (Line Items) to go to the Line Item Screen.



The Line Items Screen

The Line Items Screen consists of all the individual repair details of the damage Report. From the screen you can browse through the line item records, edit or delete them, add new line items and add part prices. You can also connect to the internet to vobtaoin new part prices and illustrations.

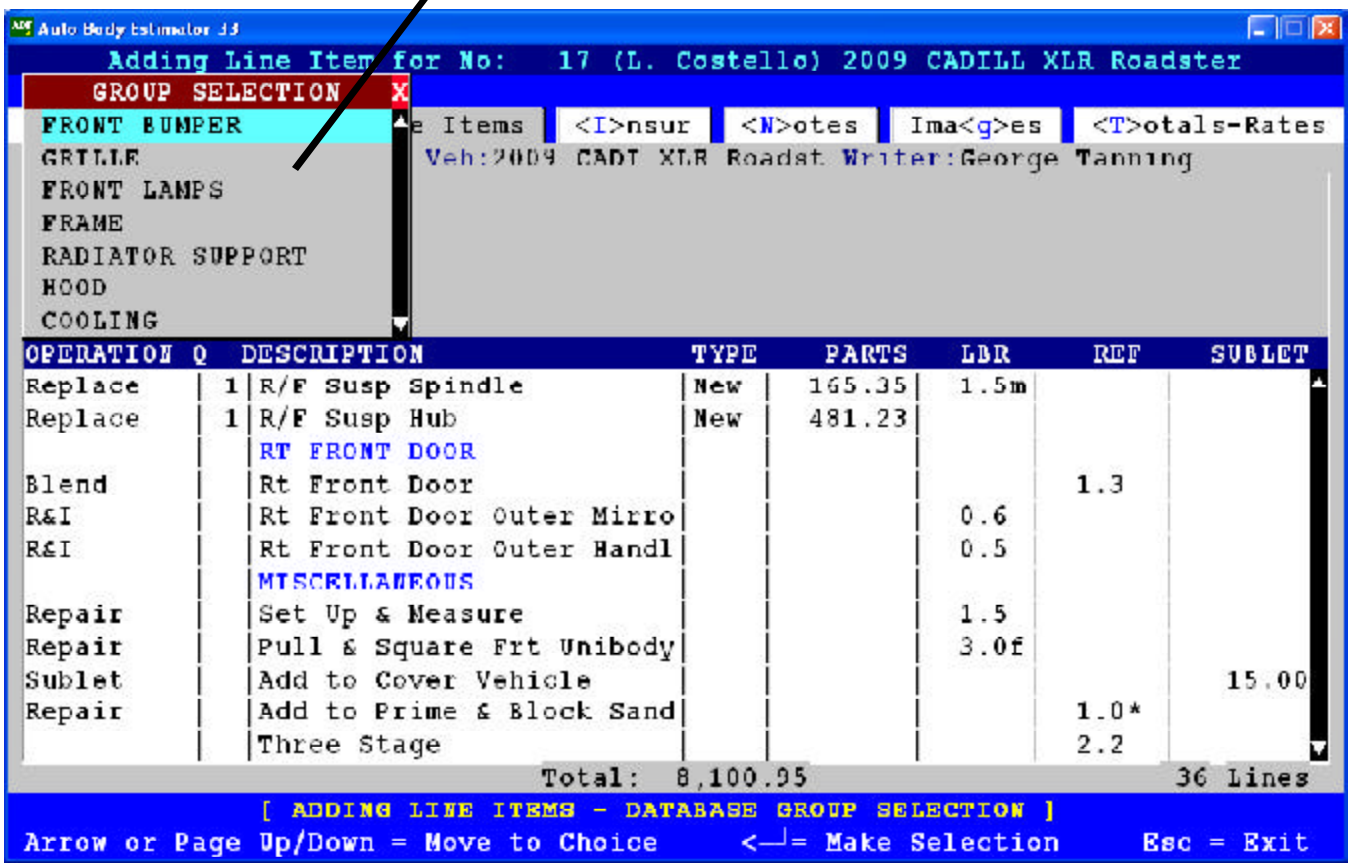

Auto Body Estimator 33
Date:07/25/2009 DAMAGE REPORT NO: 1 Locked
<O>wner/Vehicle <L>ine Items <I>nsur <N>otes Ima<g>es <T>otals-Rates
Owner:Costello Hardwa Veh:2009 CADI XLR Roadst Writer:George Tanning
OPERATION Q DESCRIPTION TYPE PARTS LBR REF SUBLET
FRONT BUMPER
Replace 1 Front Bumper Cover New 660.06 3.0 3.2*
Replace 1 Lower Deflector New 66.60
Replace 1 Front Bumper Rt Extension New 94.00 0.2
Replace 1 Front Bumper Valance New 45.41
FRONT LAMPS
Aim Front Headlamps 0.5
Replace 1 Rt Headlamp Assy New 1109.00 0.6
Replace 1 Rt Fog Lamp New 200.43
HOOD
Blend Hood 1.5
Replace 1 Hood Rt Hinge New 86.70 0.3 0.3
Replace 1 Hood Latch New 0.4
RT FENDER
Replace 1 RT Fender New 740.63 2.0 2.2*
Add to Ref Edge 0.5
Total: 0,242.25 37 Lines
GO TO-> <O>wner/Veh <I>nsur <N>otes Ima<g>es <T>otals/Rates
<A>dd <L>ine Items Enter Prices Web-Parts <P>rint X=Tow <H>elp 0=Exit

Edit Commands are shown at the bottom of the screen.

Add Line Items

Press the "**A**" Key For **Add Line Items**

Line Items are the individual repair details of the Estimate. The "Program" Database is organized logically into Parts Groups with listings of parts and labor operation descriptions that pertain to that group. These groups are listed in order beginning from the front of the vehicle - to the rear. The sequence is very similar to Collision Estimating Book sequence.


Auto Body Estimator 33
Adding Line Item for No: 17 (L. Costello) 2009 CADILL XLR Roadster
GROUP SELECTION
FRONT BUMPER
GRILLE
FRONT LAMPS
FRAME
RADIATOR SUPPORT
HOOD
COOLING
e Items
<I>nsur
<N>otes
Ima<g>es
<T>otals-Rates
Veh:2009 CADI XLR Roadst Writer:George Tanning
OPERATION Q DESCRIPTION TYPE PARTS LBR REF SUBLET
Replace 1 R/F Susp Spindle New 165.35 1.5m
Replace 1 R/F Susp Hub New 481.23
RT FRONT DOOR
Blend Rt Front Door 1.3
R&I Rt Front Door Outer Mirro 0.6
R&I Rt Front Door Outer Handl 0.5
MISCELLANEOUS
Repair Set Up & Measure 1.5
Repair Pull & Square Frt Unibody 3.0f
Sublet Add to Cover Vehicle 15.00
Repair Add to Prime & Block Sand 1.0*
Three Stage 2.2
Total: 8,100.95
36 Lines
[ADDING LINE ITEMS - DATABASE GROUP SELECTION]
Arrow or Page Up/Down = Move to Choice
<—= Make Selection
Esc = Exit

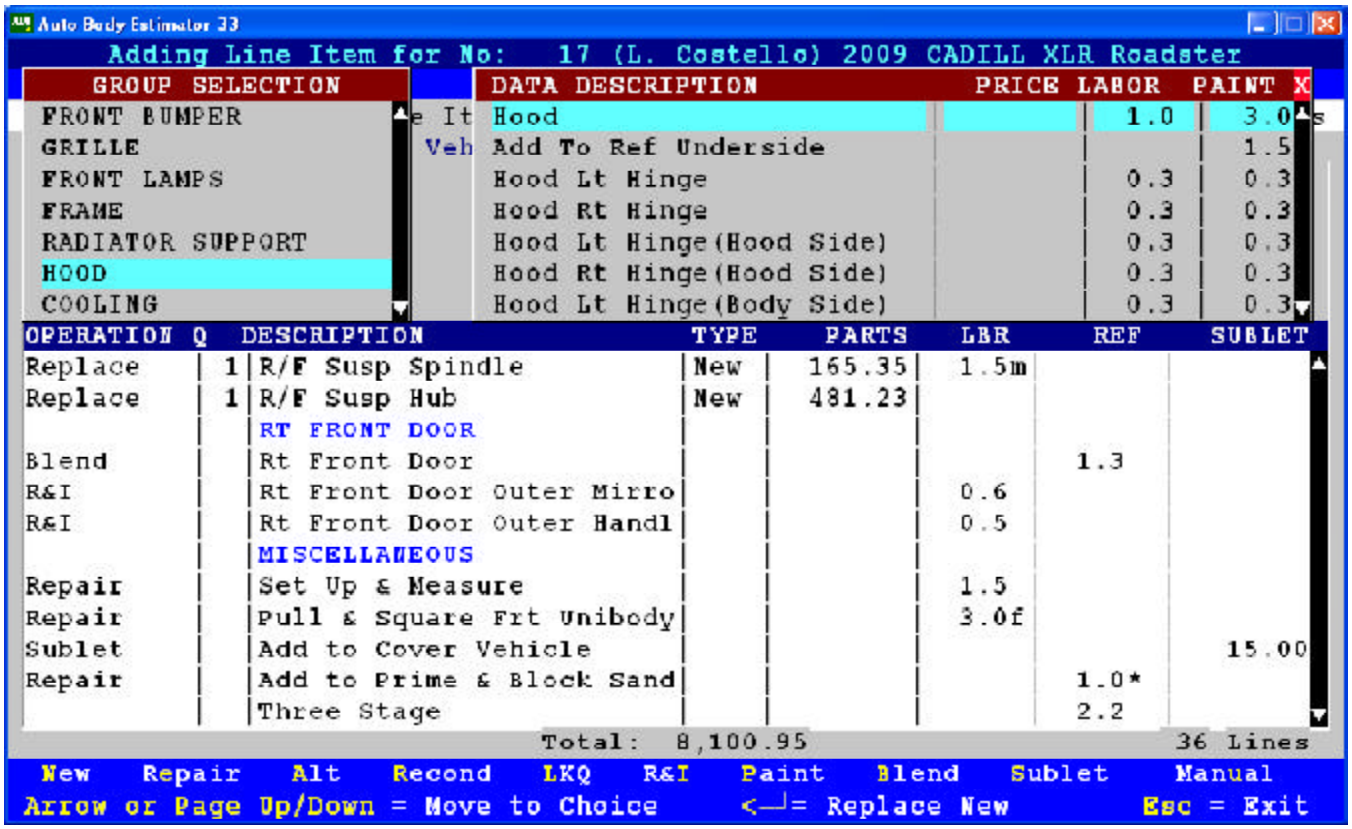
The GROUP SELECTION Window:

When the "A" Key is pressed, a Parts Group from the GROUP SELECTION Window will appear. A Parts Group is a group of related parts that are the same as or similar to that found in your Estimating Books (For example Hood Group includes parts listings such as Hood Panel, Hinges, Lock, Insulator, Safety Catch, Prop Rod, Release Cable, etc.)

This Window pops up automatically and you use the he **Up-Arrow** and **Down-Arrow** Keys (or **Page-Up** & **Page-Down** Keys) to scrow through the Parts Group Window. When you want to Quit, just press the **ESCAPE** Key.

Add Line Items Cont'd

To view the Parts/Labor Operation Descriptions of a Group, Press the **ENTE**R Key and another Window will appear showing the contents of that group:


Auto Body Estimator 33
Adding Line Item for No: 17 (L. Costello) 2009 CADILL XLR Roadster
GROUP SELECTION
FRONT BUMPER
GRILLE
FRONT LAMPS
FRAME
RADIATOR SUPPORT
HOOD
COOLING
DATA DESCRIPTION
PRICE
LABOR
PAINT
Hood 1.0 3.0
Add To Ref Underside 1.5
Hood Lt Hinge 0.3 0.3
Hood Rt Hinge 0.3 0.3
Hood Lt Hinge(Hood Side) 0.3 0.3
Hood Rt Hinge(Hood Side) 0.3 0.3
Hood Lt Hinge(Body Side) 0.3 0.3
OPERATION Q DESCRIPTION TYPE PARTS LBR REF SUBLET
Replace 1 R/F Susp Spindle New 165.35 1.5m
Replace 1 R/F Susp Hub New 481.23
RT FRONT DOOR
Blend Rt Front Door 1.3
R&I Rt Front Door Outer Mirro 0.6
R&I Rt Front Door Outer Handl 0.5
MISCELLANEOUS
Repair Set Up & Measure 1.5
Repair Pull & Square Frt Unibody 3.0f
Sublet Add to Cover Vehicle 15.00
Repair Add to Prime & Block Sand 1.0*
Three Stage 2.2
Total: 8,100.95
36 Lines
New Repair Alt Recond LKQ R&I Paint Blend Sublet Manual
Arrow or Page Up/Down = Move to Choice
<—┘= Replace New
Esc = Exit

The PARTS/LABOR SELECTION Window:

Once you have selected a Parts Group, the Parts/Labor Selection Window pops up automatically on the upper right hand side of your screen. Use the he **Up-Arrow** and **Down-Arrow** Keys (or **Page-Up** & **Page-Down** Keys) to scrow through the Parts/Labor Selection Window. When you want to Quit, just press the **ESCAPE** Key.

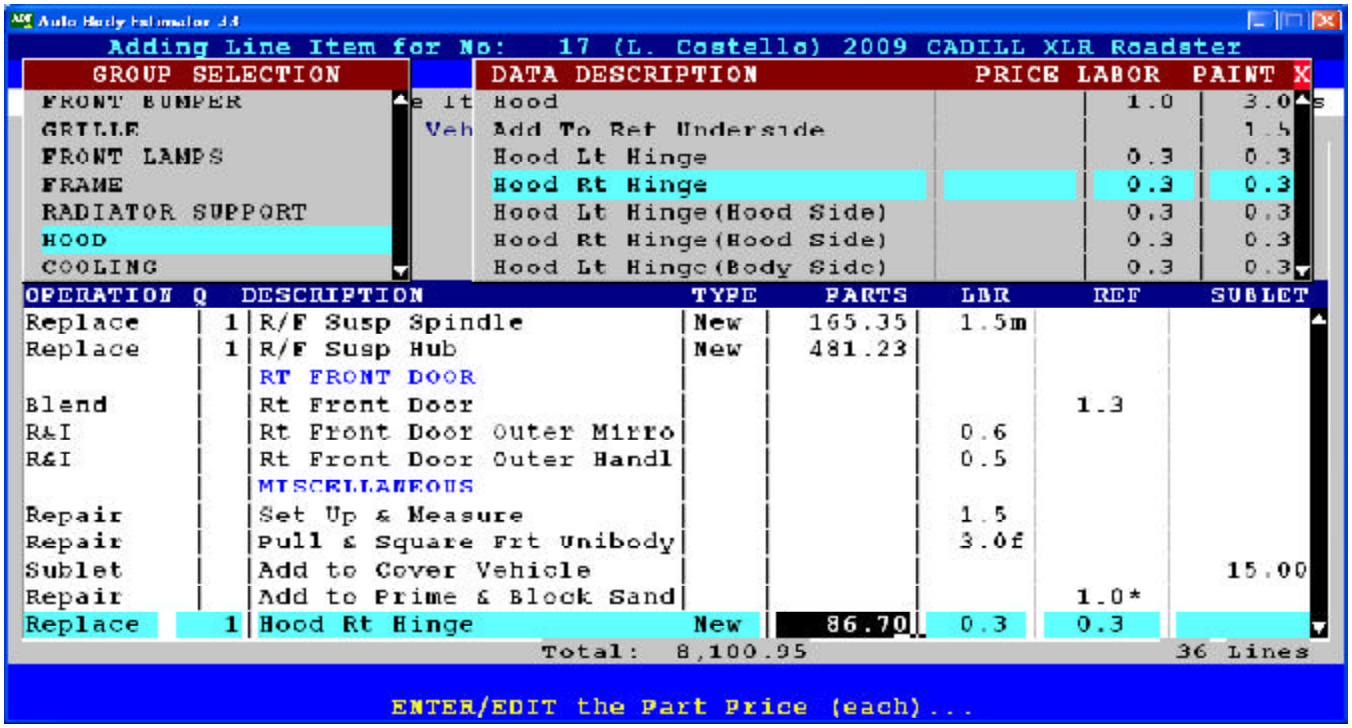
Once you have found the Part Description or Labor Operation you want, press the **ENTER** Key for your selection. In this example the **L/F FENDER Apron Assy** part has been selected.

When you have selected a Part Description, a Line Item Record Editing Window appears at the bottom of your screen. You will be prompted for selection

Add Line Items Cont'd

1) OPERATION FIELD: The first field to edit is the Operation Field. Select one of the following codes to for a operation description.

2) QUANTITY FIELD: The quantity is usually one. If you enter a value higher than one, it will not increase the value of the Parts Price Field.. If you Press the ENTER Key, the default of **1** will be assigned.


Adding Line Item for No: 17 (L. Costello) 2009 CADILL XLR Roadster
GROUP SELECTION
FRONT BUMPER
GRILLE
FRONT LAMPS
FRAME
RADIATOR SUPPORT
HOOD
COOLING
DATA DESCRIPTION
PRICE LABOR PAINT
Hood 1.0 3.0
Add To Ref Underside 1.5
Hood Lt Hinge 0.3 0.3
Hood Rt Hinge 0.3 0.3
Hood Lt Hinge(Hood Side) 0.3 0.3
Hood Rt Hinge(Hood Side) 0.3 0.3
Hood Lt Hinge(Body Side) 0.3 0.3
OPERATION Q DESCRIPTION TYPE PARTS LBR REF SUBLET
Replace 1 R/F Susp Spindle New 165.35 1.5m
Replace 1 R/F Susp Hub New 481.23
RT FRONT DOOR
Blend Rt Front Door 1.3
R&I Rt Front Door Outer Mirro 0.6
R&I Rt Front Door Outer Handl 0.5
MISCELLANEOUS
Repair Set Up & Measure 1.5
Repair Pull & Square Frt Unibody 3.0f
Sublet Add to Cover Vehicle 15.00
Repair Add to Prime & Block Sand 1.0*
Replace 1 Hood Rt Hinge New 86.70 0.3 0.3
Total: 8,100.95
36 Lines
ENTER/EDIT the Part Price (each)...

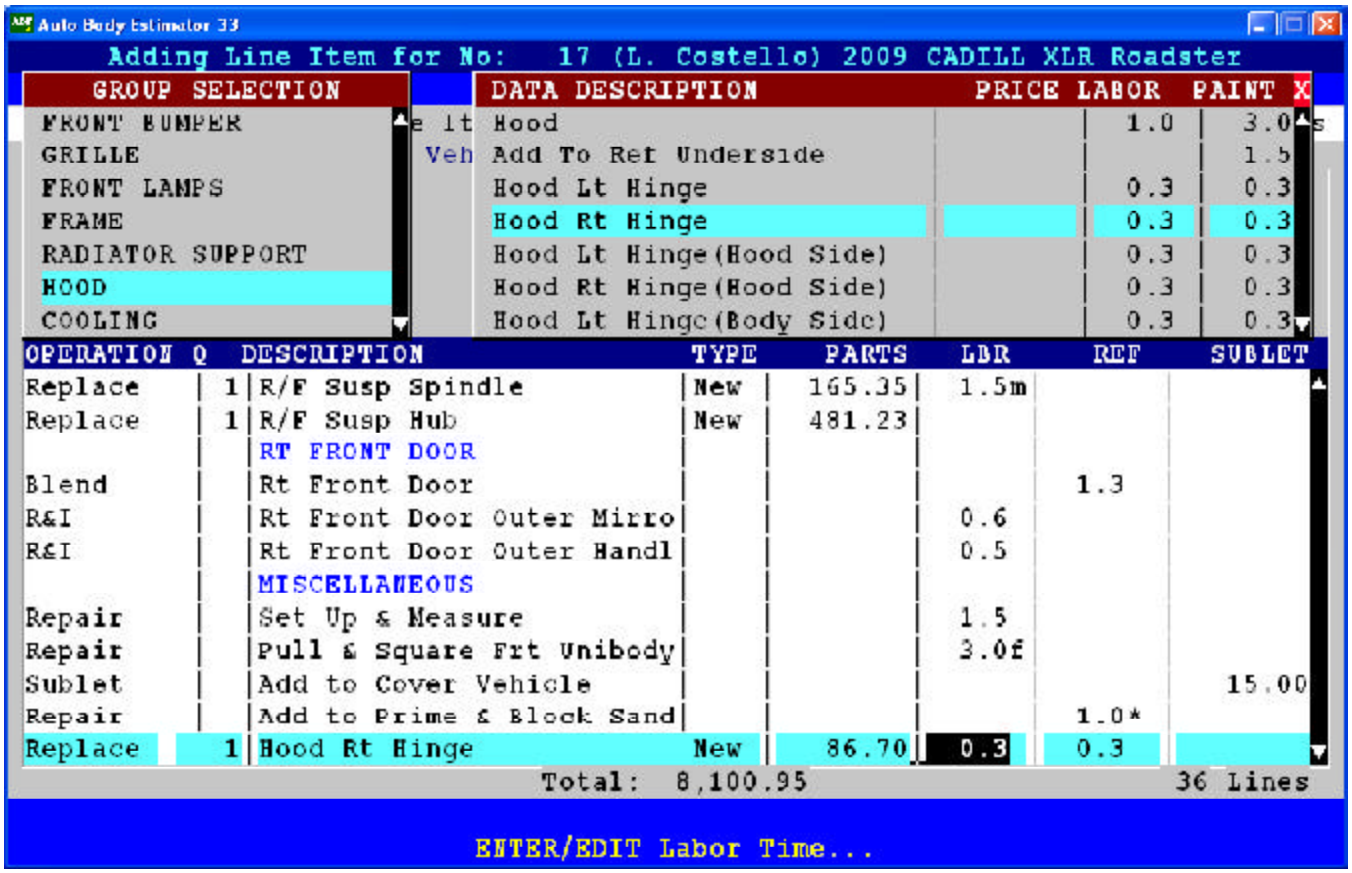
3) PART DESCRIPTION FIELD: The part description is automatically inserted into this field from the Parts/Labor Selection Window. You can change it to be more exact if necessary.

4) PART TYPE DESIGNATION FIELD: When replacing Parts, select the Part Type.

5) PARTS PRICE FIELD: Enter the retail price of a part only if you are replacing it.

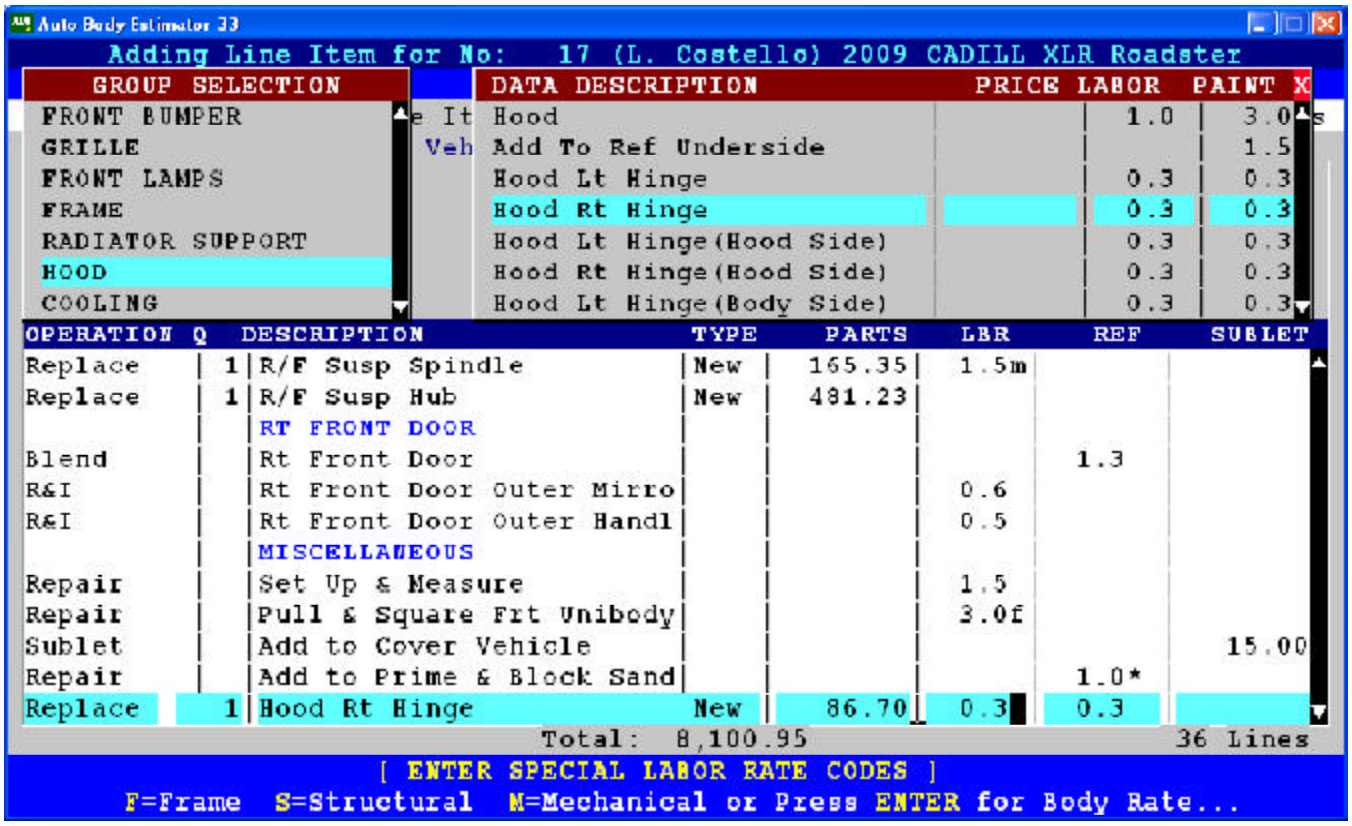
Add Line Items Cont'd

6) LABOR TIME FIELD: This field is for Labor Operations only. You do not enter any refinishing operations here. You must enter the labor time that you have estimated (judgement time) or flat-rate time from your Collision Estimating Manual. This includes Mechanical and Structural/Frame time. This field will accept only hours and tenths of an hour.


Auto Body Estimator 33
Adding Line Item for No: 17 (L. Costello) 2009 CADILL XLR Roadster
GROUP SELECTION
FRONT BUMPER
GRILLE
FRONT LAMPS
FRAME
RADIATOR SUPPORT
HOOD
COOLING
DATA DESCRIPTION
PRICE LABOR PAINT
Hood 1.0 3.0
Add To Ref Underside 1.5
Hood Lt Hinge 0.3 0.3
Hood Rt Hinge 0.3 0.3
Hood Lt Hinge(Hood Side) 0.3 0.3
Hood Rt Hinge(Hood Side) 0.3 0.3
Hood Lt Hinge(Body Side) 0.3 0.3
OPERATION Q DESCRIPTION TYPE PARTS LBR REF SUBLET
Replace 1 R/F Susp Spindle New 165.35 1.5m
Replace 1 R/F Susp Hub New 481.23
RT FRONT DOOR
Blend Rt Front Door 1.3
R&I Rt Front Door Outer Mirro 0.6
R&I Rt Front Door Outer Handl 0.5
MISCELLANEOUS
Repair Set Up & Measure 1.5
Repair Pull & Square Frt Unibody 3.0f
Sublet Add to Cover Vehicle 15.00
Repair Add to Prime & Block Sand 1.0*
Replace 1 Hood Rt Hinge New 86.70 0.3 0.3
Total: 8,100.95
36 Lines
ENTER/EDIT Labor Time...

Add Line Items Cont'd

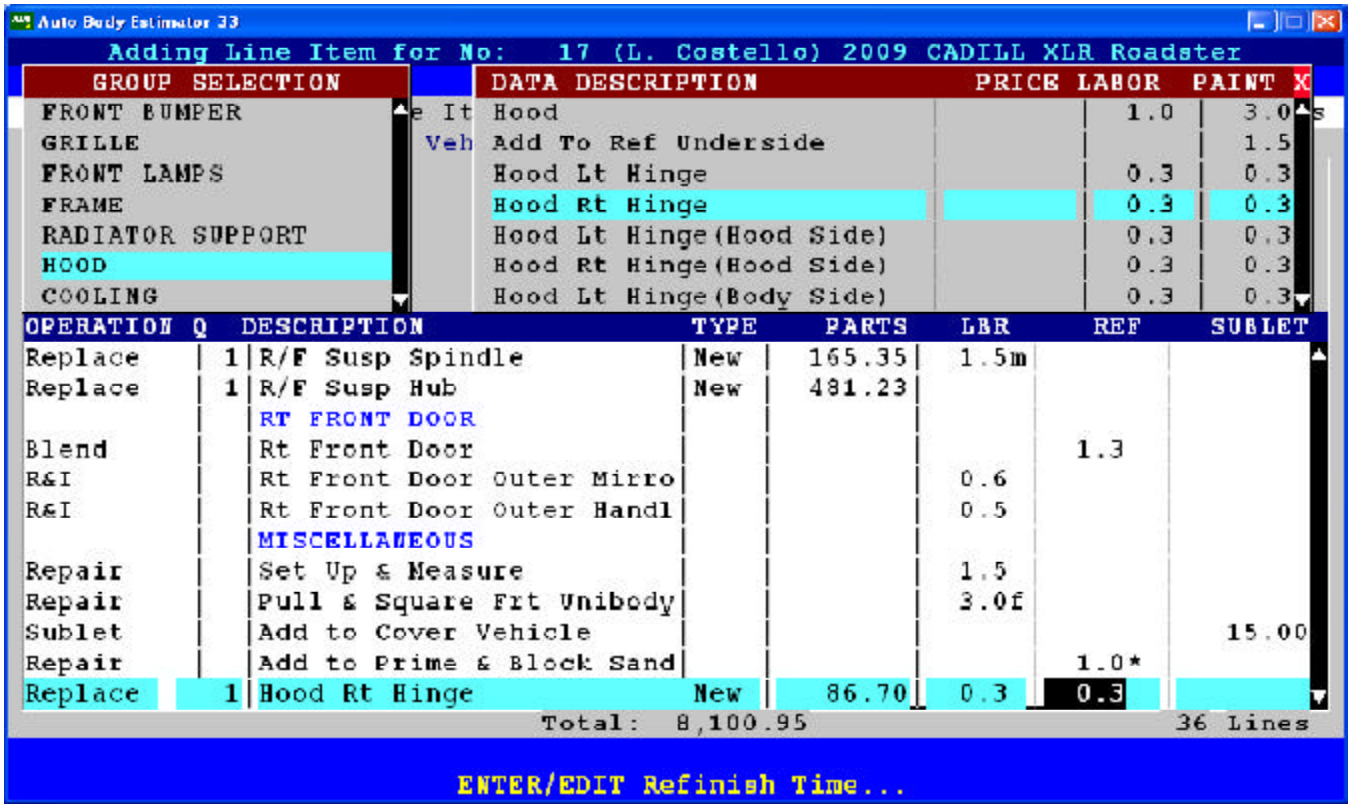
7) LABOR DESIGNATION FIELD: This field should always be left blank except when the part or operation on this line item is a Structural/Frame or a Mechanical Operation. When an "M", "S" or "F" is selected, then the appropriate Hourly Rate for that operation will be used to calculate labor.


Auto Body Estimator 33
Adding Line Item for No: 17 (L. Costello) 2009 CADILL XLR Roadster
GROUP SELECTION
FRONT BUMPER
GRILLE
FRONT LAMPS
FRAME
RADIATOR SUPPORT
HOOD
COOLING
DATA DESCRIPTION
PRICE
LABOR
PAINT
Hood 1.0 3.0
Add To Ref Underside 1.5
Hood Lt Hinge 0.3 0.3
Hood Rt Hinge 0.3 0.3
Hood Lt Hinge(Hood Side) 0.3 0.3
Hood Rt Hinge(Hood Side) 0.3 0.3
Hood Lt Hinge(Body Side) 0.3 0.3
OPERATION Q DESCRIPTION TYPE PARTS LBR REF SUBLET
Replace 1 R/F Susp Spindle New 165.35 1.5m
Replace 1 R/F Susp Hub New 481.23
RT FRONT DOOR
Blend Rt Front Door 1.3
R&I Rt Front Door Outer Mirro 0.6
R&I Rt Front Door Outer Handl 0.5
MISCELLANEOUS
Repair Set Up & Measure 1.5
Repair Pull & Square Frt Unibody 3.0f
Sublet Add to Cover Vehicle 15.00
Repair Add to Prime & Block Sand 1.0*
Replace 1 Hood Rt Hinge New 86.70 0.3 0.3
Total: 8,100.95
36 Lines
[ENTER SPECIAL LABOR RATE CODES]
F=Frame S=Structural M=Mechanical or Press ENTER for Body Rate...

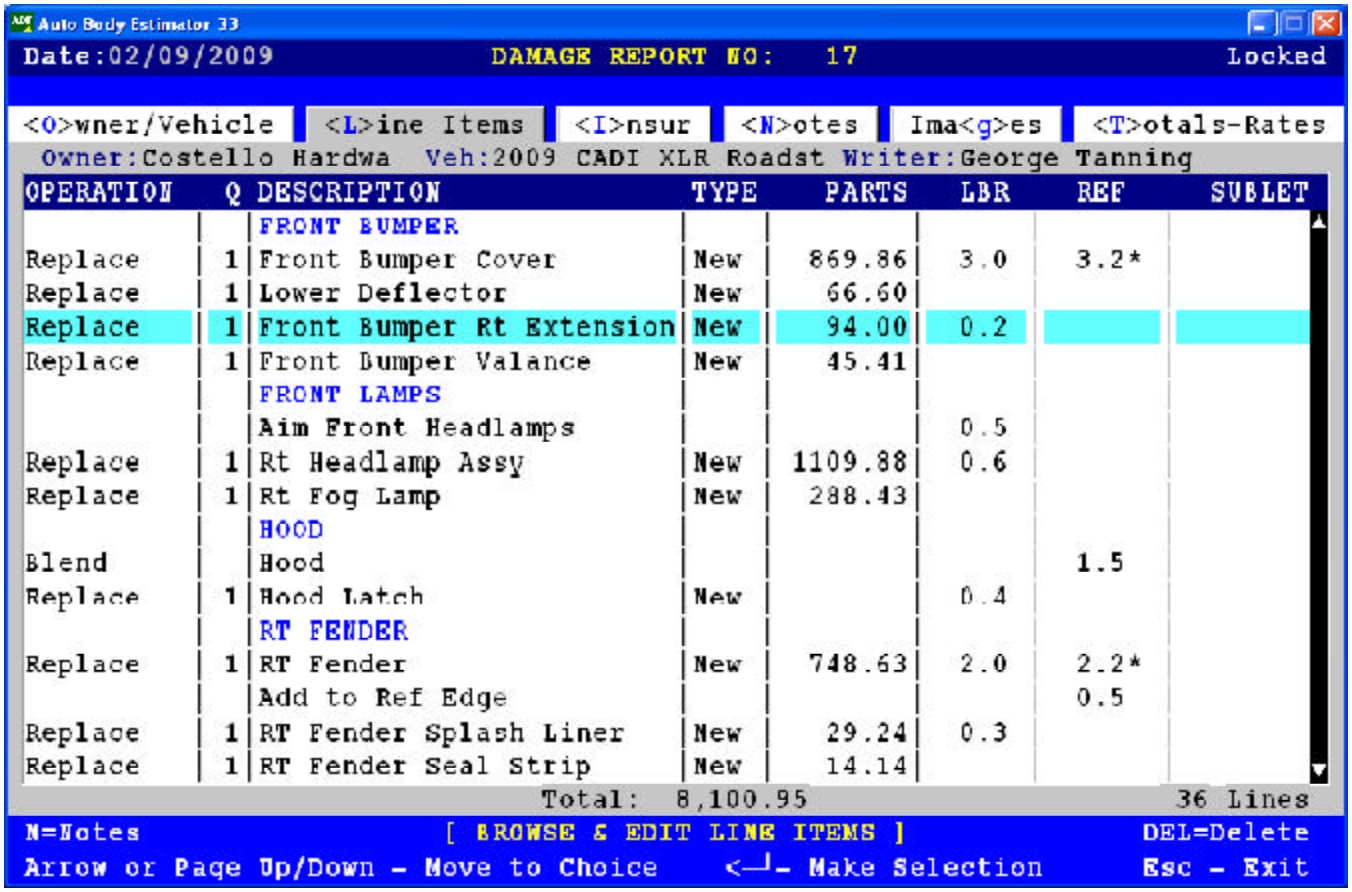
Add Line Items Cont'd

8) REFINISH TIME FIELD: If the part that is selected requires refinishing, you enter the time in this field in hours and in tenths of an hour. This time can be judgement time or it can be the flat-rate time from your Collision Estimating Manual.

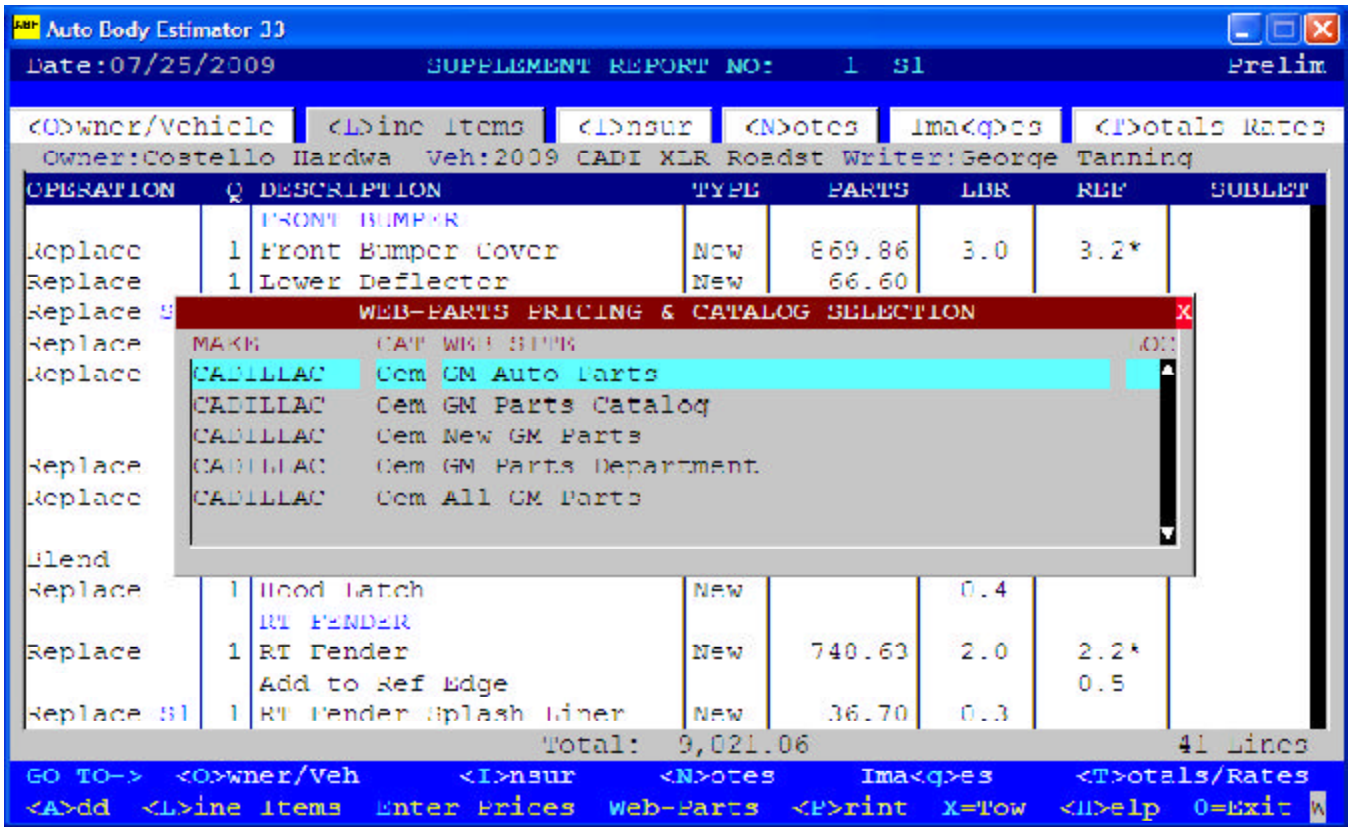
You may also use this field to enter time for any other refinishing related operation times like: Add for Clear Coat. Add for Edging. Add for Prime & Blocking. Deduct for Refinish Overlap.



Browse Line Items

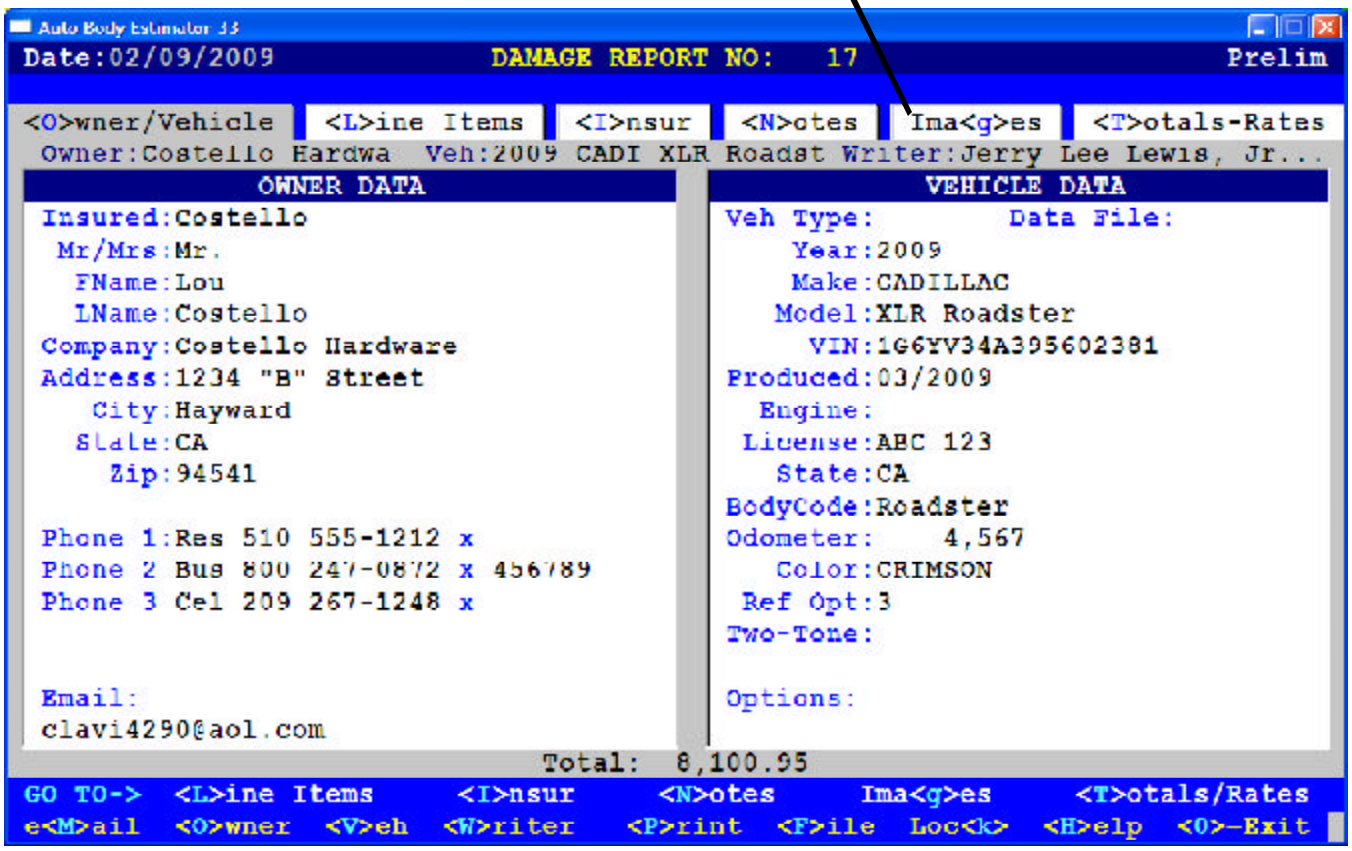

Auto Body Estimator 33
Date:02/09/2009 DAMAGE REPORT NO: 17 Locked
<O>wner/Vehicle <L>ine Items <I>nsur <N>otes Ima<g>es <T>otals-Rates
Owner:Costello Hardwa Veh:2009 CADI XLR Roadst Writer:George Tanning
OPERATION Q DESCRIPTION TYPE PARTS LBR REF SUBLET
FRONT BUMPER
Replace 1 Front Bumper Cover New 869.86 3.0 3.2*
Replace 1 Lower Deflector New 66.60
Replace 1 Front Bumper Rt Extension New 94.00 0.2
Replace 1 Front Bumper Valance New 45.41
FRONT LAMPS
Aim Front Headlamps 0.5
Replace 1 Rt Headlamp Assy New 1109.88 0.6
Replace 1 Rt Fog Lamp New 288.43
HOOD
Blend Hood 1.5
Replace 1 Hood Latch New 0.4
RT FENDER
Replace 1 RT Fender New 748.63 2.0 2.2*
Add to Ref Edge 0.5
Replace 1 RT Fender Splash Liner New 29.24 0.3
Replace 1 RT Fender Seal Strip New 14.14
Total: 8,100.95
36 Lines
N=Notes [BROWSE & EDIT LINE ITEMS] DEL=Delete
Arrow or Page Up/Down - Move to Choice <-┘- Make Selection Esc - Exit

WebParts-Connecting to New Part Prices


Auto Body Estimator 33
Date:07/25/2009 SUPPLEMENT REPORT NO: 1 S1 Prelim
<O>wner/Vehicle <L>ine Items <I>nsur <N>otes Ima<g>es <T>otals Rates
Owner:Costello Hardwa Veh:2009 CADI XLR Roadst Writer:George Tanning
OPERATION Q DESCRIPTION TYPE PARTS LBR REF SUBLET
FRONT BUMPER
Replace 1 Front Bumper Cover New 869.86 3.0 3.2*
Replace 1 Lower Deflector New 66.60
WEB-PARTS PRICING & CATALOG SELECTION
MAKE CAT WEB SITE
CADILLAC Com GM Auto Parts
CADILLAC Com GM Parts Catalog
CADILLAC Com New GM Parts
CADILLAC Com GM Parts Department
CADILLAC Com All GM Parts
Blend
Replace 1 Hood Latch New 0.4
RT FENDER
Replace 1 RT Fender New 740.63 2.0 2.2*
Add to Ref Edge 0.5
Replace S1 1 RT Fender Splash Liner New 36.70 0.3
Total: 9,021.06 41 Lines
GO TO-> <O>wner/Veh <I>nsur <N>otes Ima<g>es <T>otals/Rates
<A>dd <L>ine Items Enter Prices Web-Parts <P>rint X=Tow <H>elp 0=Exit

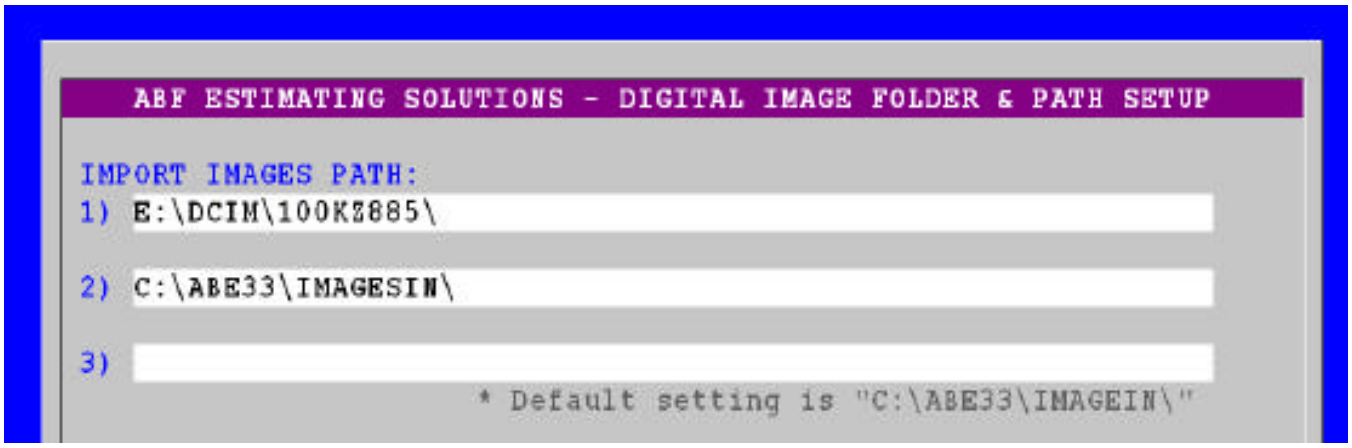
Finding the Image Gallery Screen

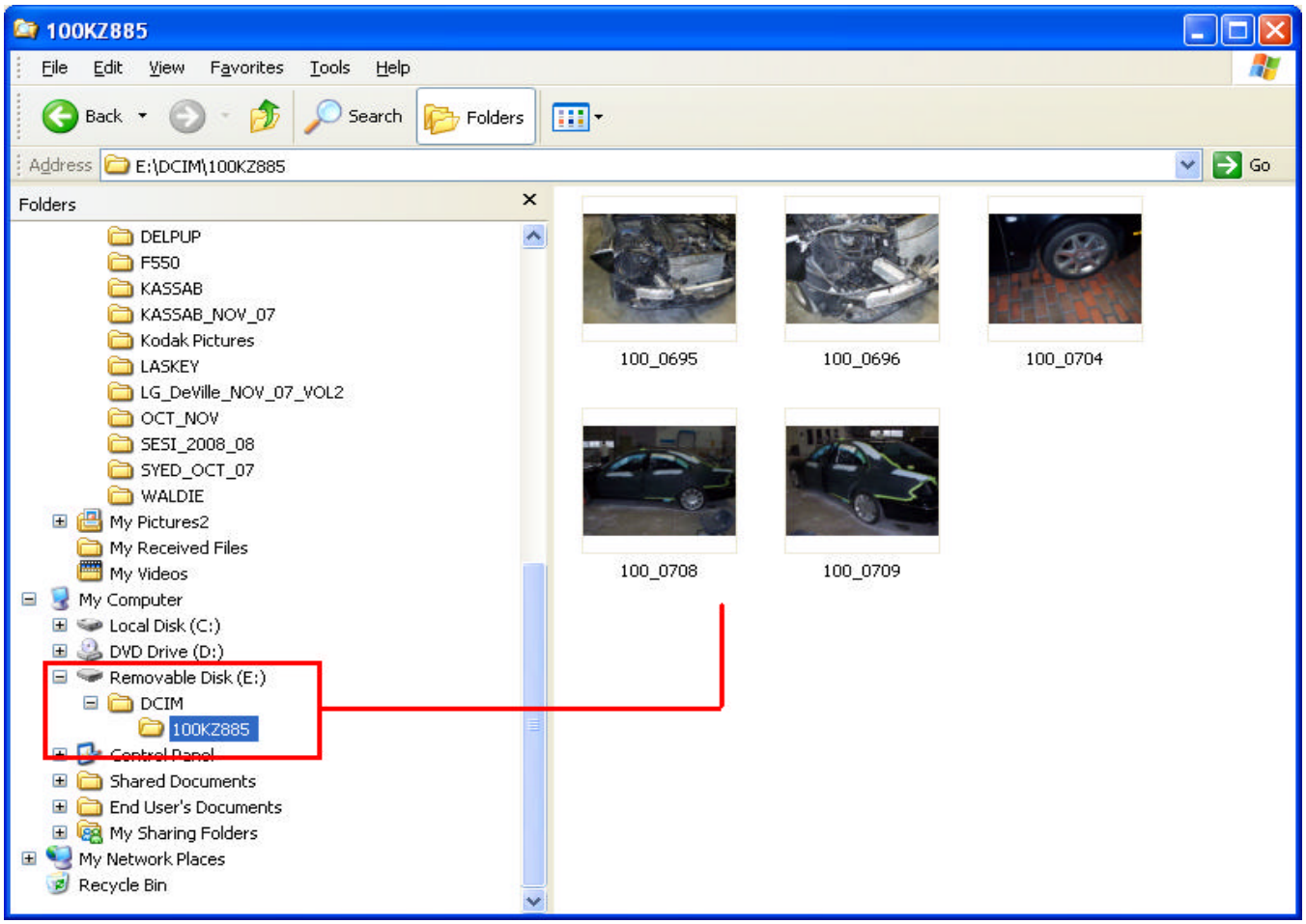
Press the "G" Key (Images) from any screen within the Damage Report Record.



Importing Digital Images into the ABF Database

When Setting Up your software, be sure to go to Setup to define the Drive and Paths for the USB memory card for easy importing of images.

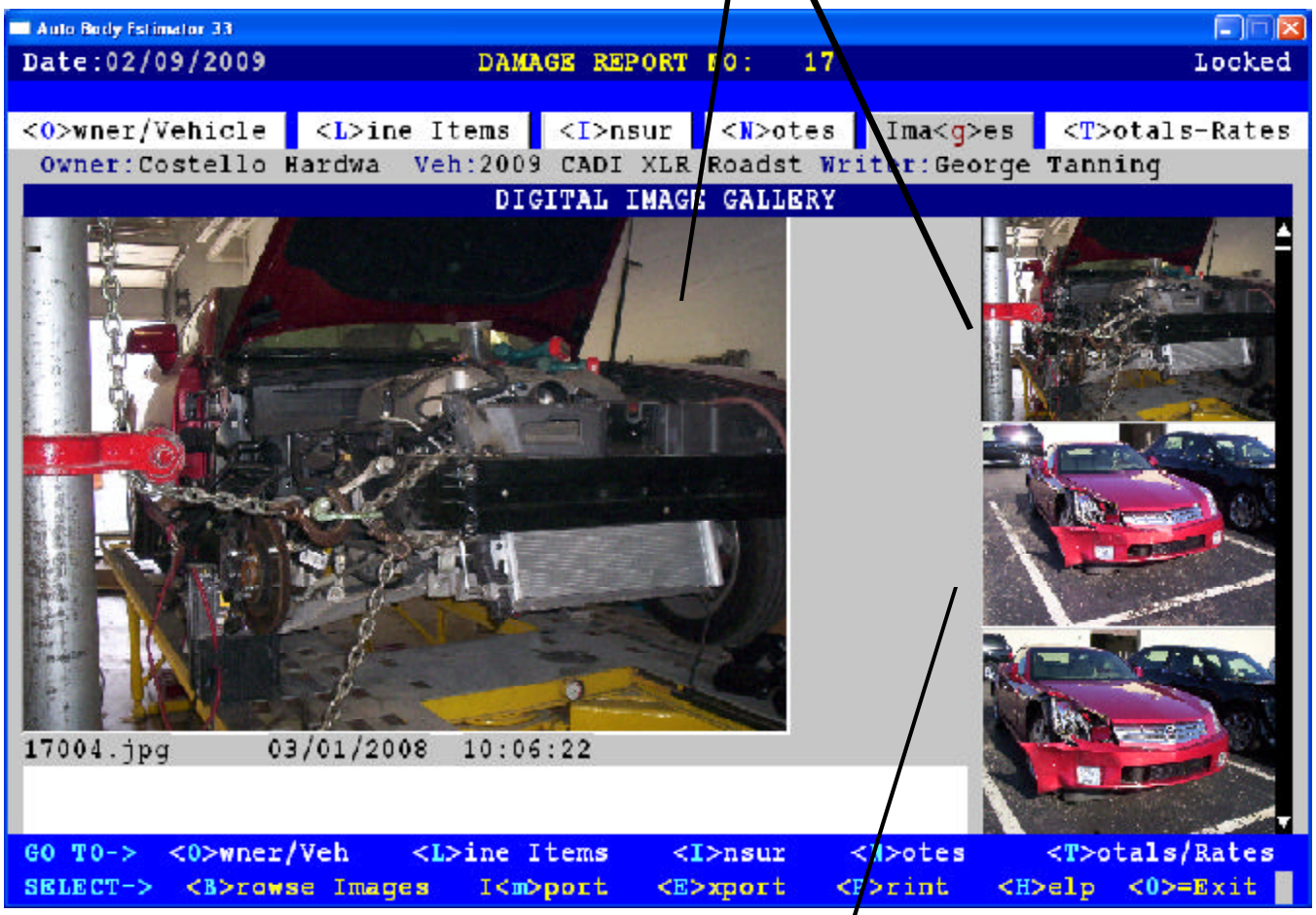




Digital Image Gallery Screen

Below is the Image Screen. The smaller images on the right side are the collection of all saved images that you can browse through. To browse up and down through the images, press the B Key.

The enlarged image on the left side is the selected top image in the browse column.

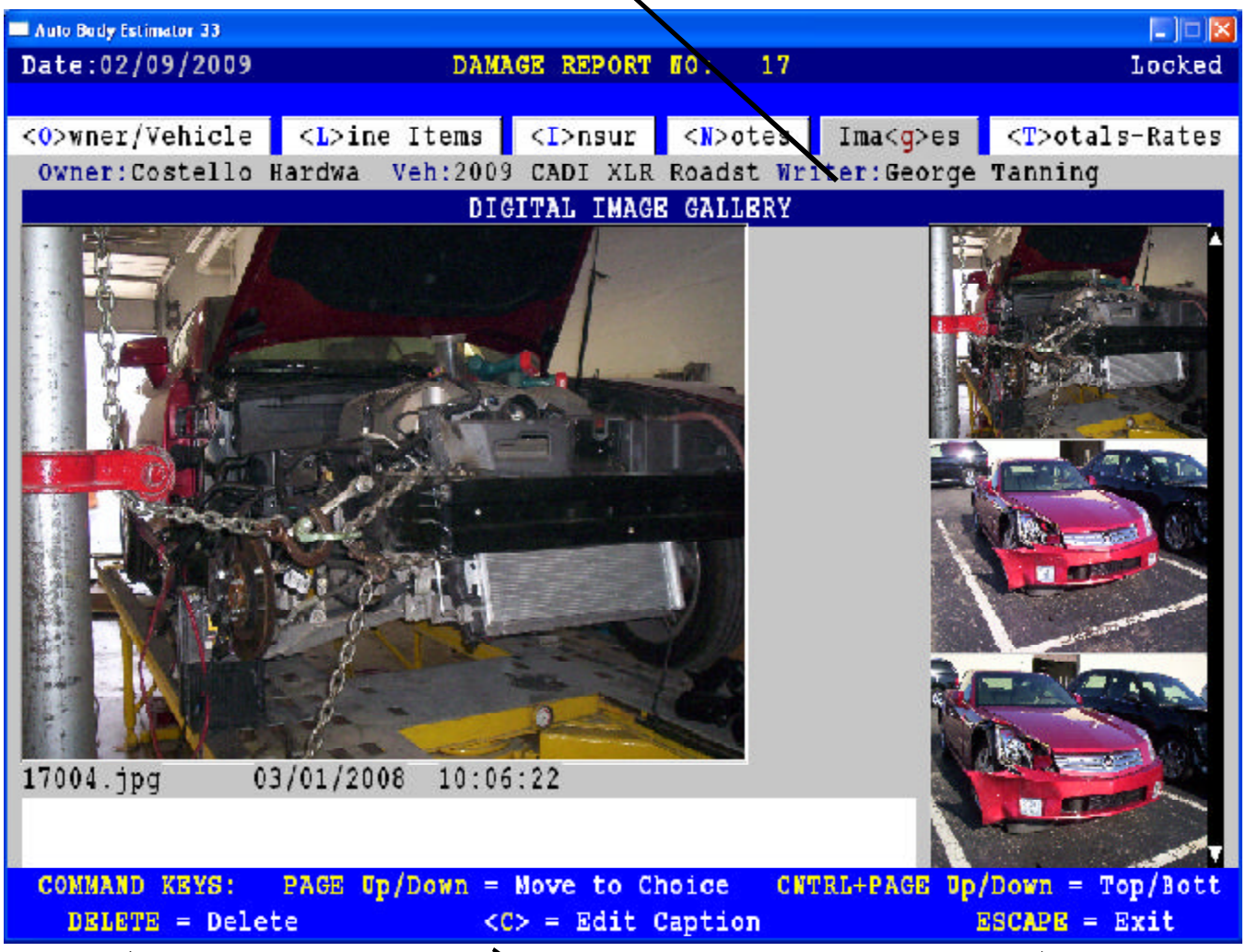


Browse up and down through the images.

Select the Command Keys for different digital image functions

Browsing the Digital Image Gallery

Press the "B" Key (Browse) from the Images Screen to browse the images up and down.



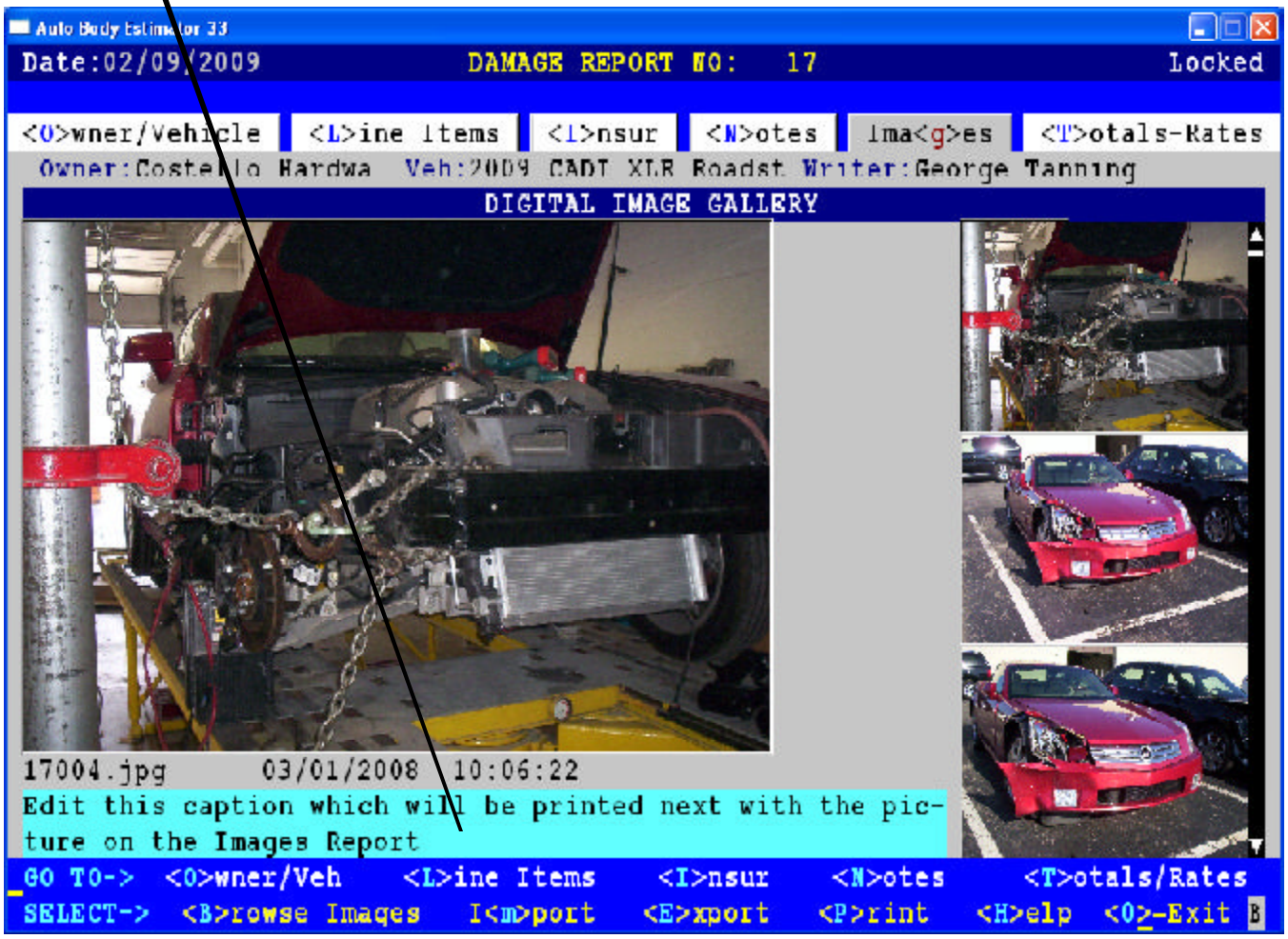
To Delete an Image, press the DELETE Key

Press the Escape Key to Exit From the Images Screen

Select the Command Keys to navigate the images. Press the "C" Key to edit the image caption.

Edit Image Caption

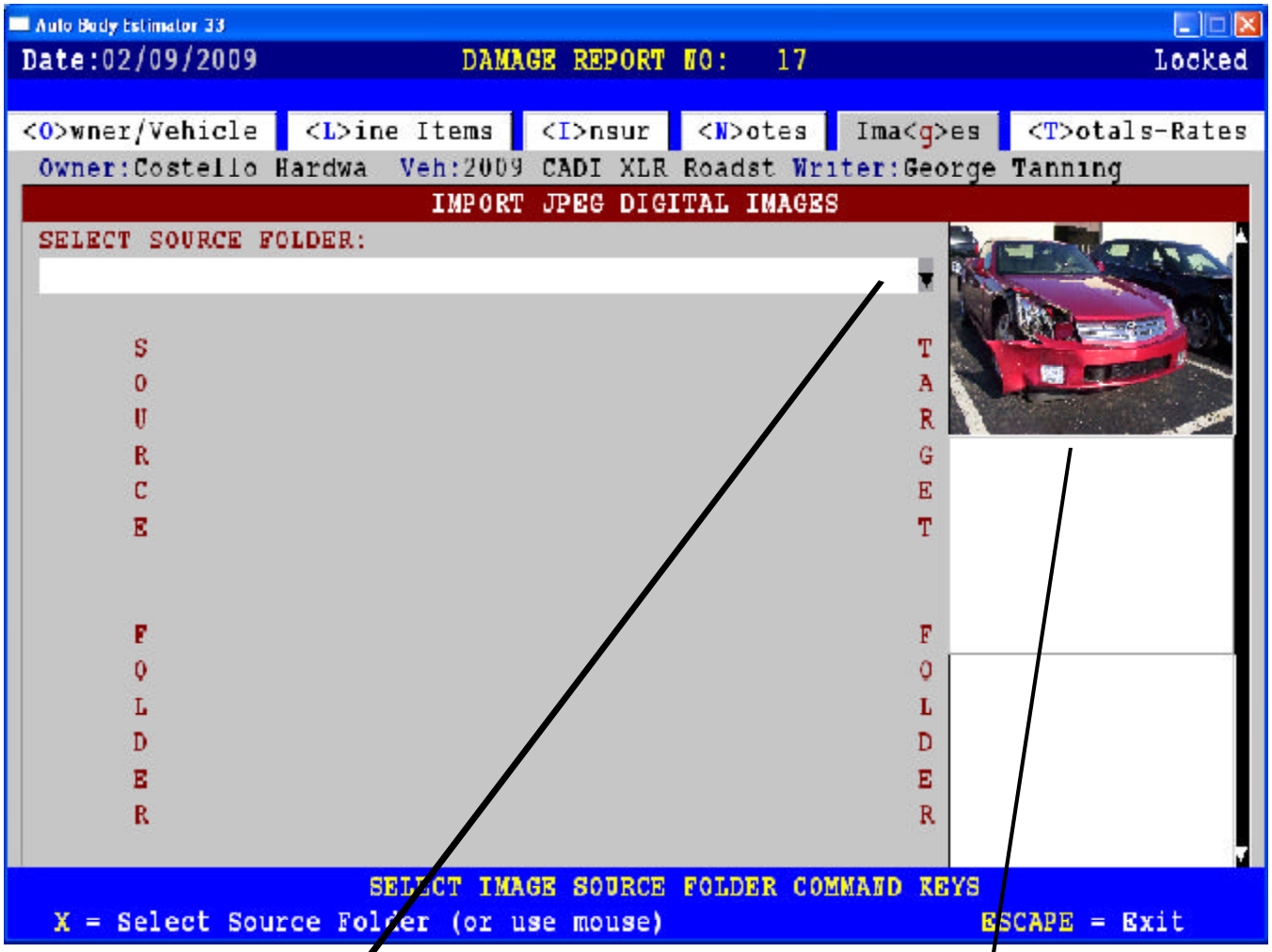
Press "B" Key for Browse. Select the Image and press the "C" Key (Caption) to edit the caption for that particular image.



Importing Digital Images

At the Images Screen, press the "M" Key Import. Press the X Key or use the mouse to Click and find your Source Folder.

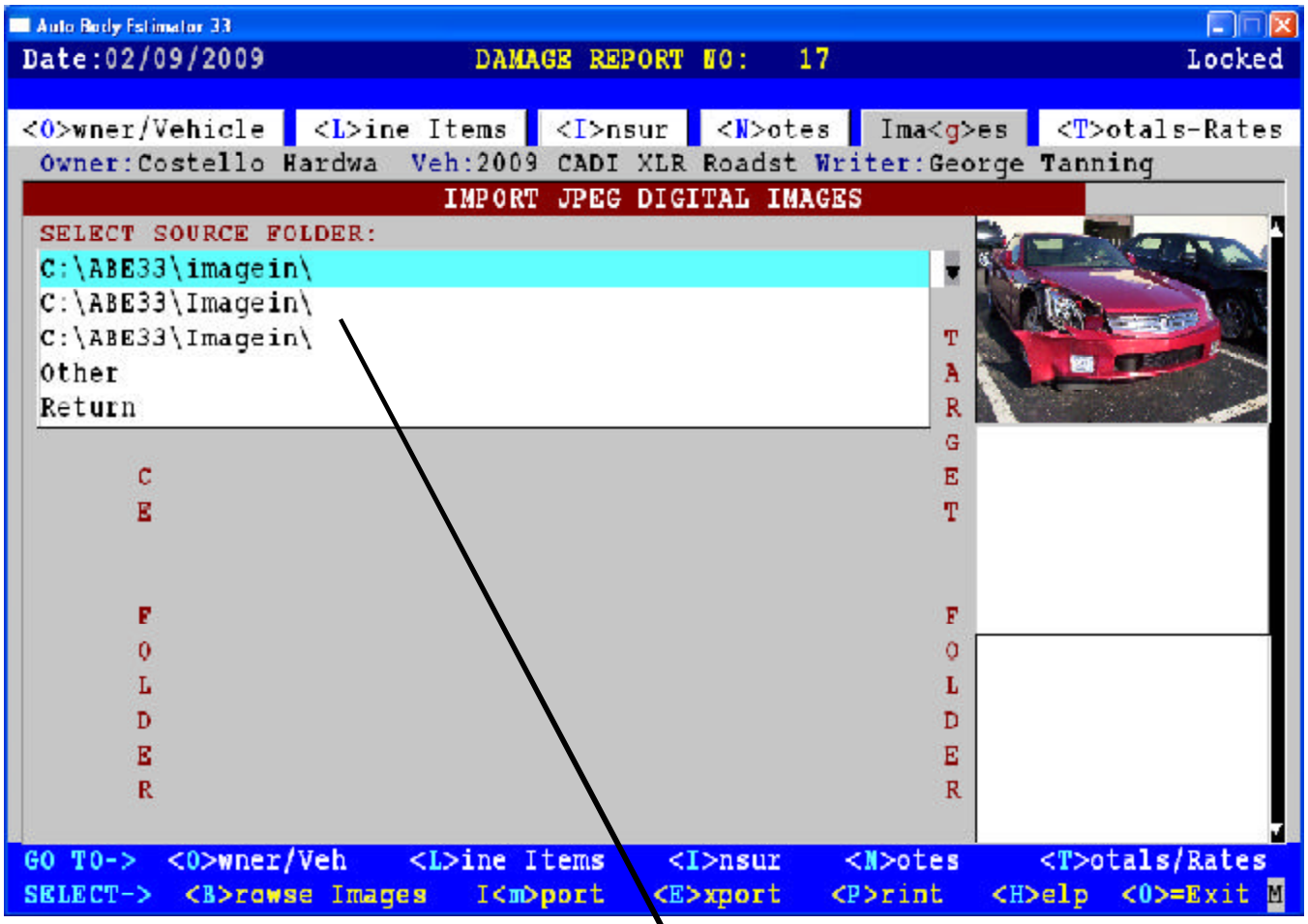
Note: This function does not Import directly from your digital camera, but from your camera's SD or memory card. You can also import from any valid Windows drive such as hard drive, usb flash drives, etc.



At the Images Screen, press the "M" Key (Import). Press the X Key or use the mouse to Click on the Down Arrow to find your Source Folder.

The last image of the current Image gallery is shown on the left. (Target Folder).

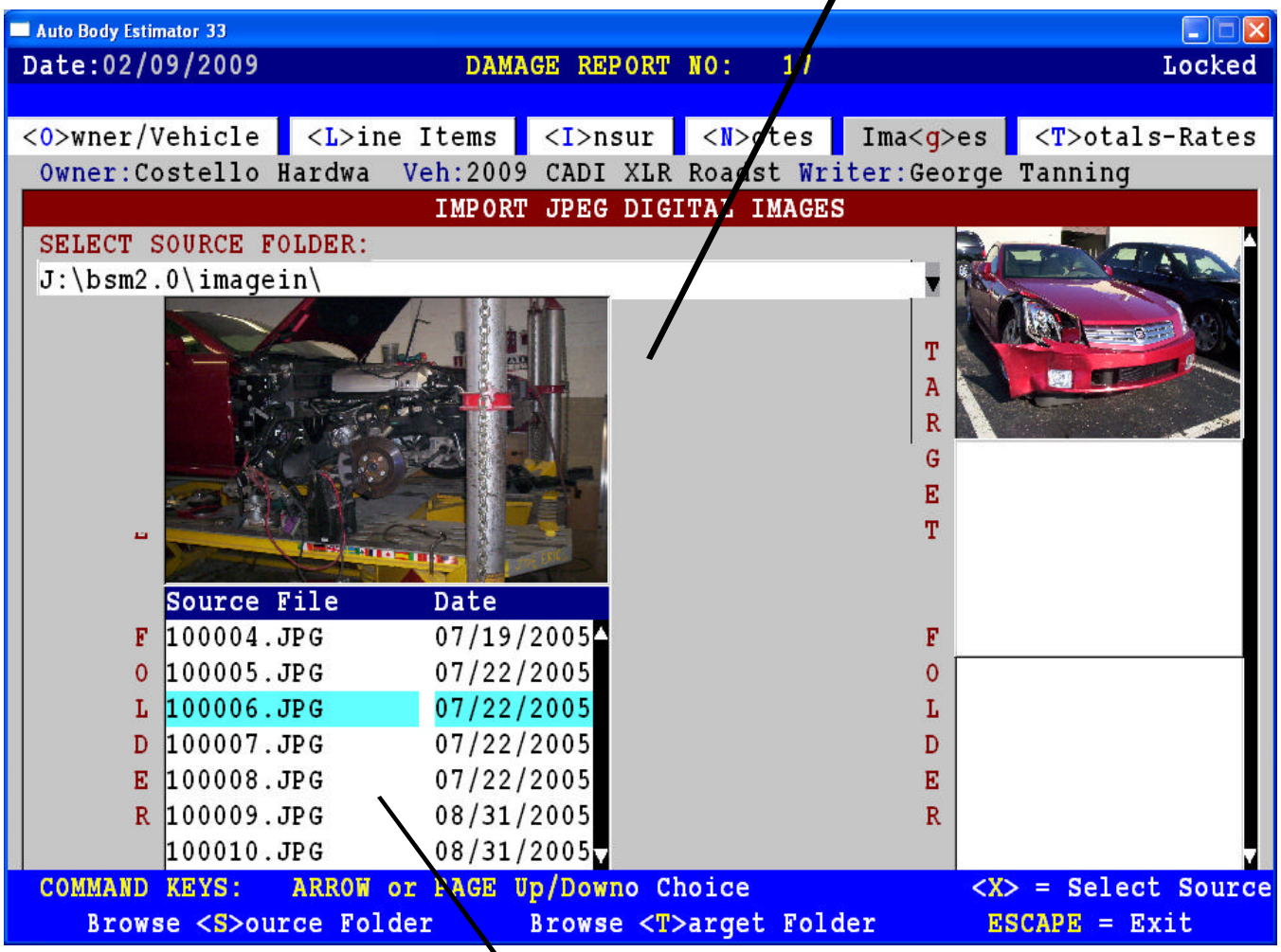
Selecting the Source Drive To Import Images



Use the Up/Down Arrow Keys or your Mouse to select the Drive and Source Folder for the images you want to import.

Selecting Images To Import

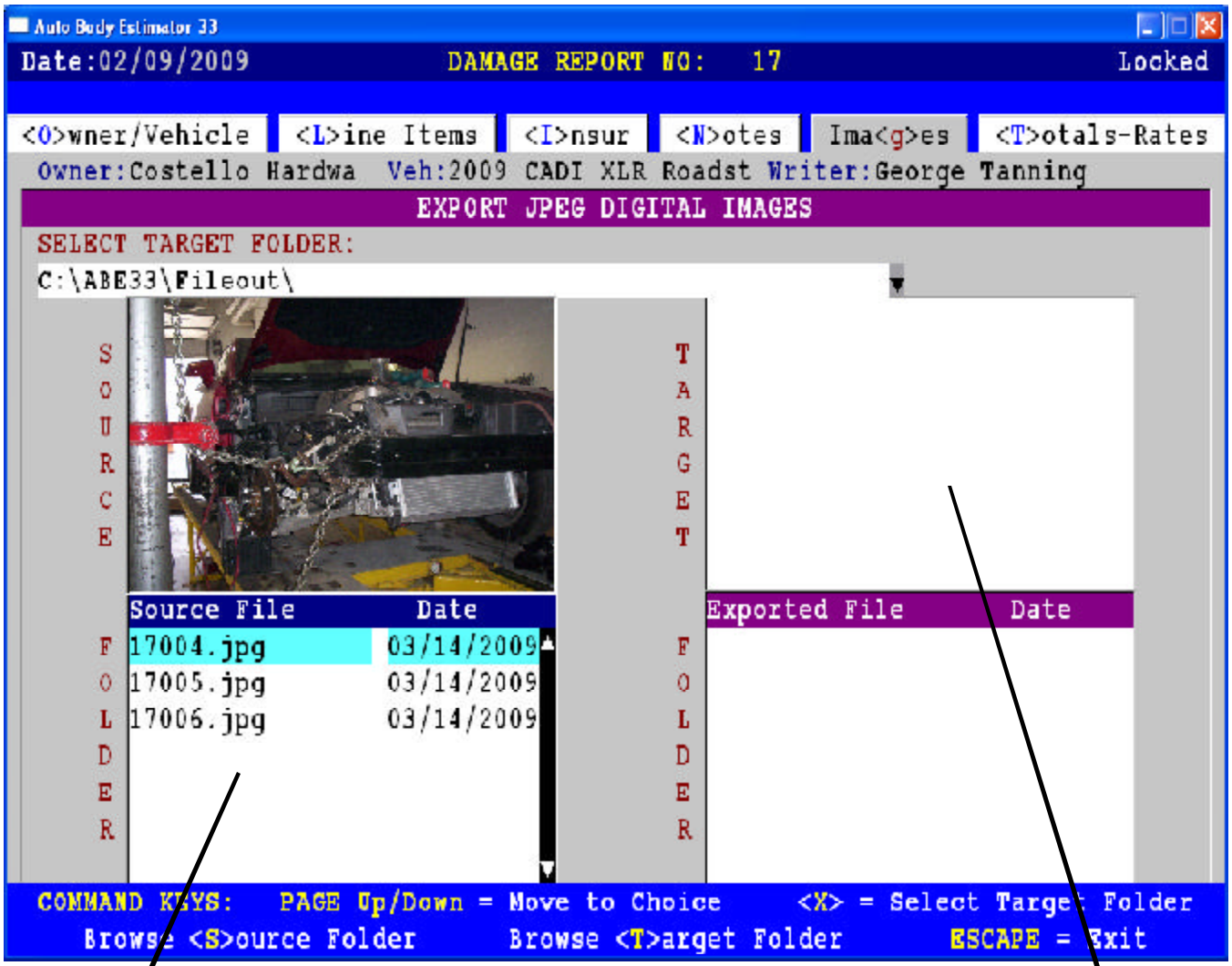
Once you have selected a valid Source Drive & Folder, the following window and Browse Screen appears showing images and files names.



Drive and Source Folder for the image you want to import.

Exporting Digital Images

At the Images Screen, press the "E" Key(Export). After that, the images in your Image Gallery will appear on the left side of the screen as shown below. The target folder will always be called FILEOUT. From the FILEOUT Folder, you can send them by email or copy the images to another drive or folder.

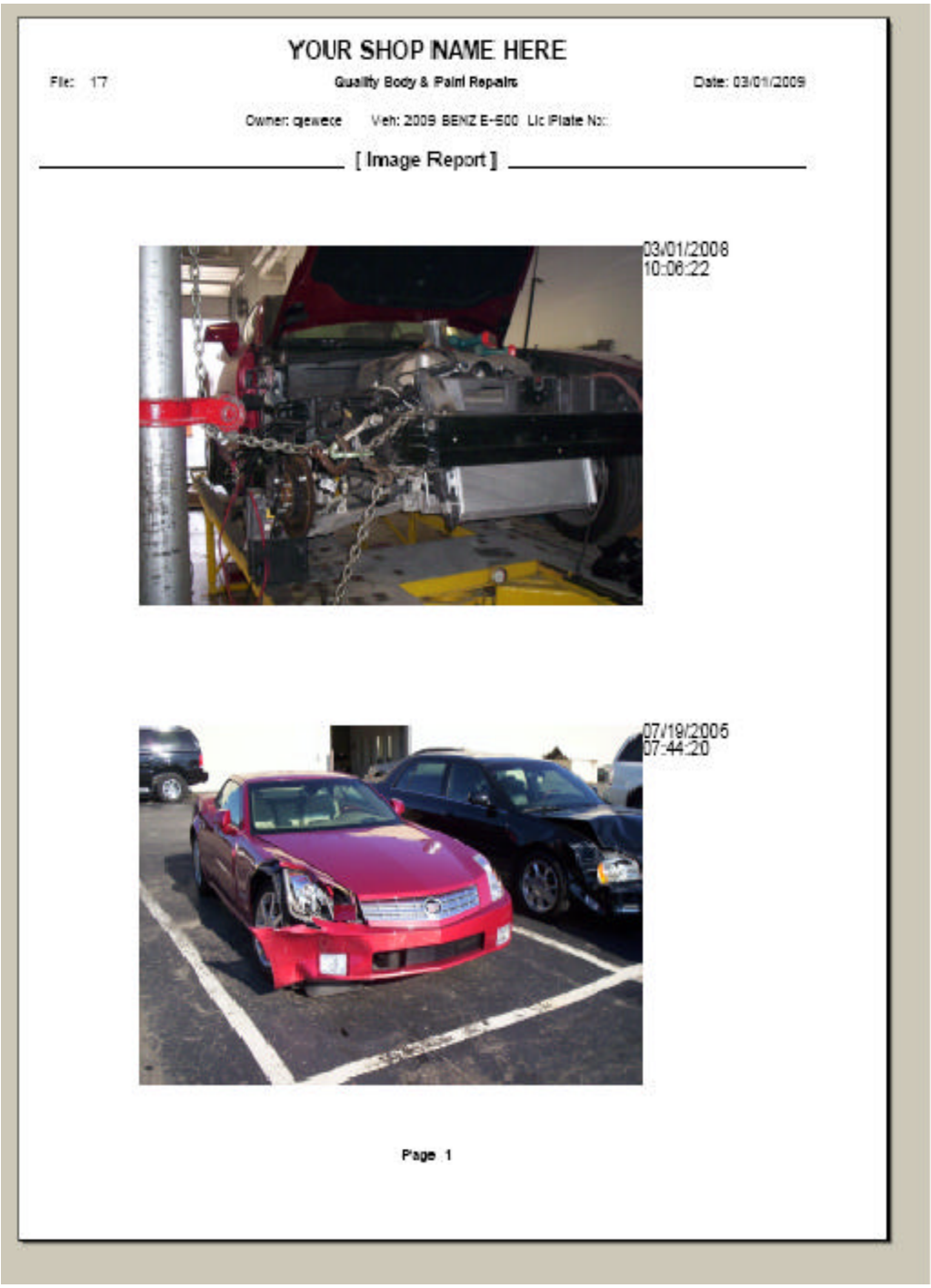


Once you select the image you want to export, they will appear on the right side of the screen in the Target Folder area.

Use the Up/Down Arrow Keys or your Mouse to select the Drive and Source Folder for the images you want to export.

Printing Digital Image Report

You can Print or Create PDF Files of the images in your Digital Images Gallery. Press the P Key to Print or Press the F Key to create a PDF file.



YOUR SHOP NAME HERE

File: 17 Quality Body & Paint Repairs Date: 03/01/2009

Owner: qewece Veh: 2009 BENZ E-500 Lic Plate No:

[Image Report]

03/01/2008
10:06:22

07/19/2006
07:44:20

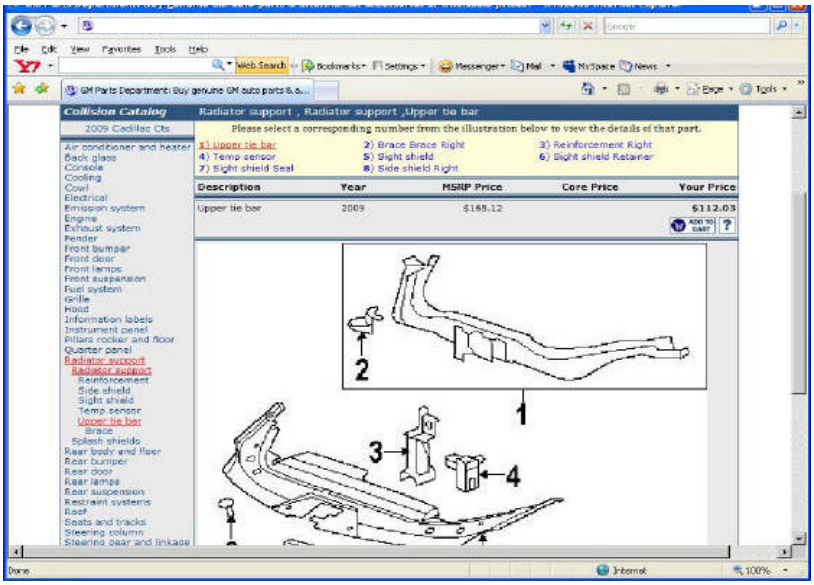
Page 1

Get The Most Current Part Prices With the Auto Body Esimator 33 WebParts Link!

With just a click of a button, you'll be linked to:

OEM. . . . . Aftermarket . . . . .and Used parts catalog pricing and unlimited access to parts illustrations and the most up-to-date part prices.

ABF's exclusive WebParts Link automatically connects to parts online catalogs for the vehicle you're estimating. And you get labor and paint times from our database. It couldn't be easier.



NOTE: You must have access to the Internet. Preferably Cable or DSL.

ABF Systems 1-800-247-0872 Email: abfsupport@aol.com

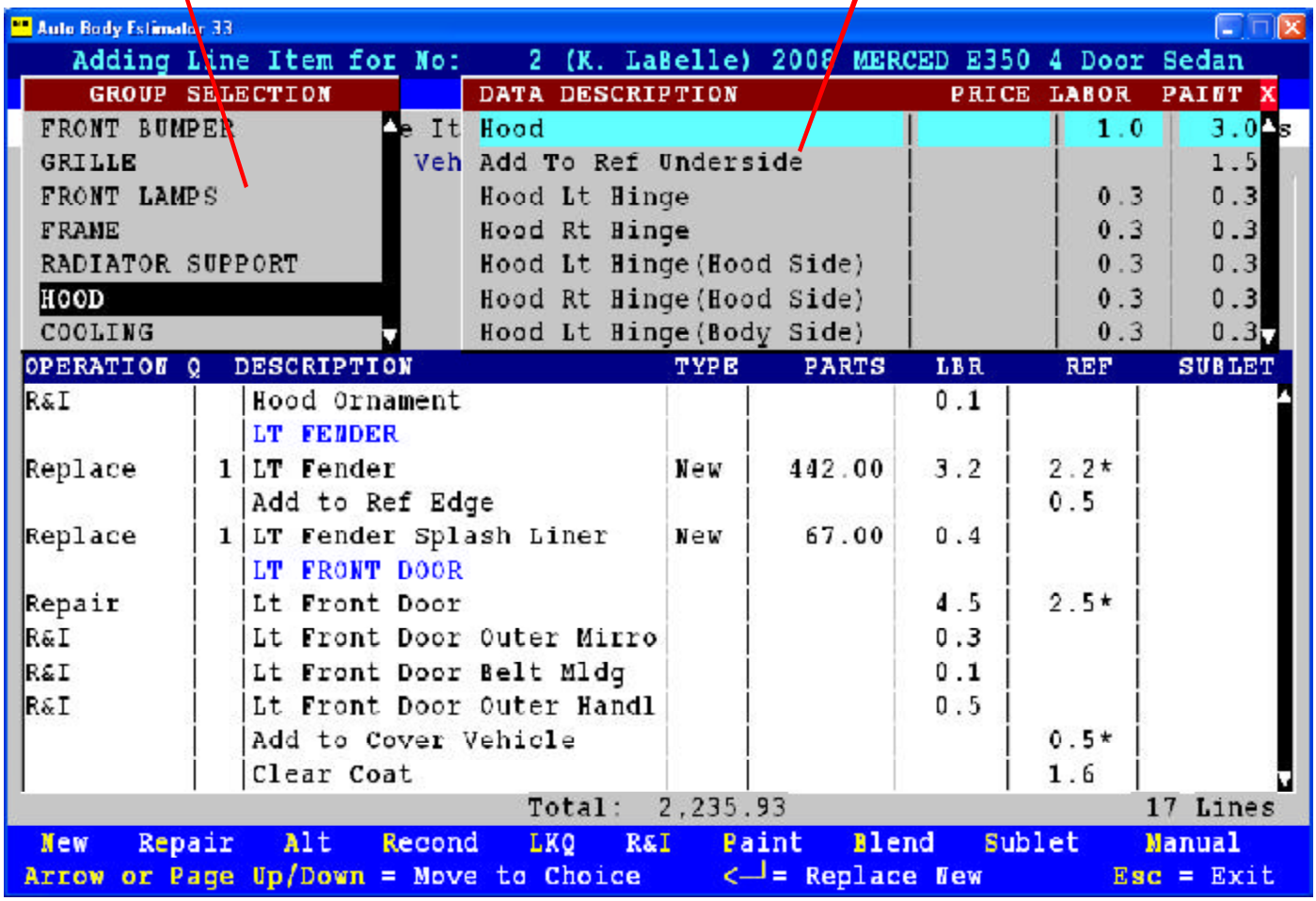
First - Add Your Line Items

1) Add The Line Item Estimate Details

First - Add all of the Line Items without part pricing . Once all of the Line Items are entered. Then press the “Esc” key to close the Group and Labor Database Windows.

Parts Group Window

Parts and Labor Window


Auto Body Estimator 33
Adding Line Item for No: 2 (K. LaBelle) 2008 MERCED E350 4 Door Sedan
GROUP SELECTION
FRONT BUMPER
GRILLE
FRONT LAMPS
FRAME
RADIATOR SUPPORT
HOOD
COOLING
DATA DESCRIPTION PRICE LABOR PAINT
Hood 1.0 3.0
Add To Ref Underside 1.5
Hood Lt Hinge 0.3 0.3
Hood Rt Hinge 0.3 0.3
Hood Lt Hinge(Hood Side) 0.3 0.3
Hood Rt Hinge(Hood Side) 0.3 0.3
Hood Lt Hinge(Body Side) 0.3 0.3
OPERATION Q DESCRIPTION TYPE PARTS LBR REF SUBLET
R&I Hood Ornament 0.1
LT FENDER
Replace 1 LT Fender New 442.00 3.2 2.2*
Add to Ref Edge 0.5
Replace 1 LT Fender Splash Liner New 67.00 0.4
LT FRONT DOOR
Repair Lt Front Door 4.5 2.5*
R&I Lt Front Door Outer Mirro 0.3
R&I Lt Front Door Belt Mldg 0.1
R&I Lt Front Door Outer Handl 0.5
Add to Cover Vehicle 0.5*
Clear Coat 1.6
Total: 2,235.93
17 Lines
New Repair Alt Recond LKQ R&I Paint Blend Sublet Manual
Arrow or Page Up/Down = Move to Choice
<-┘= Replace New
Esc = Exit

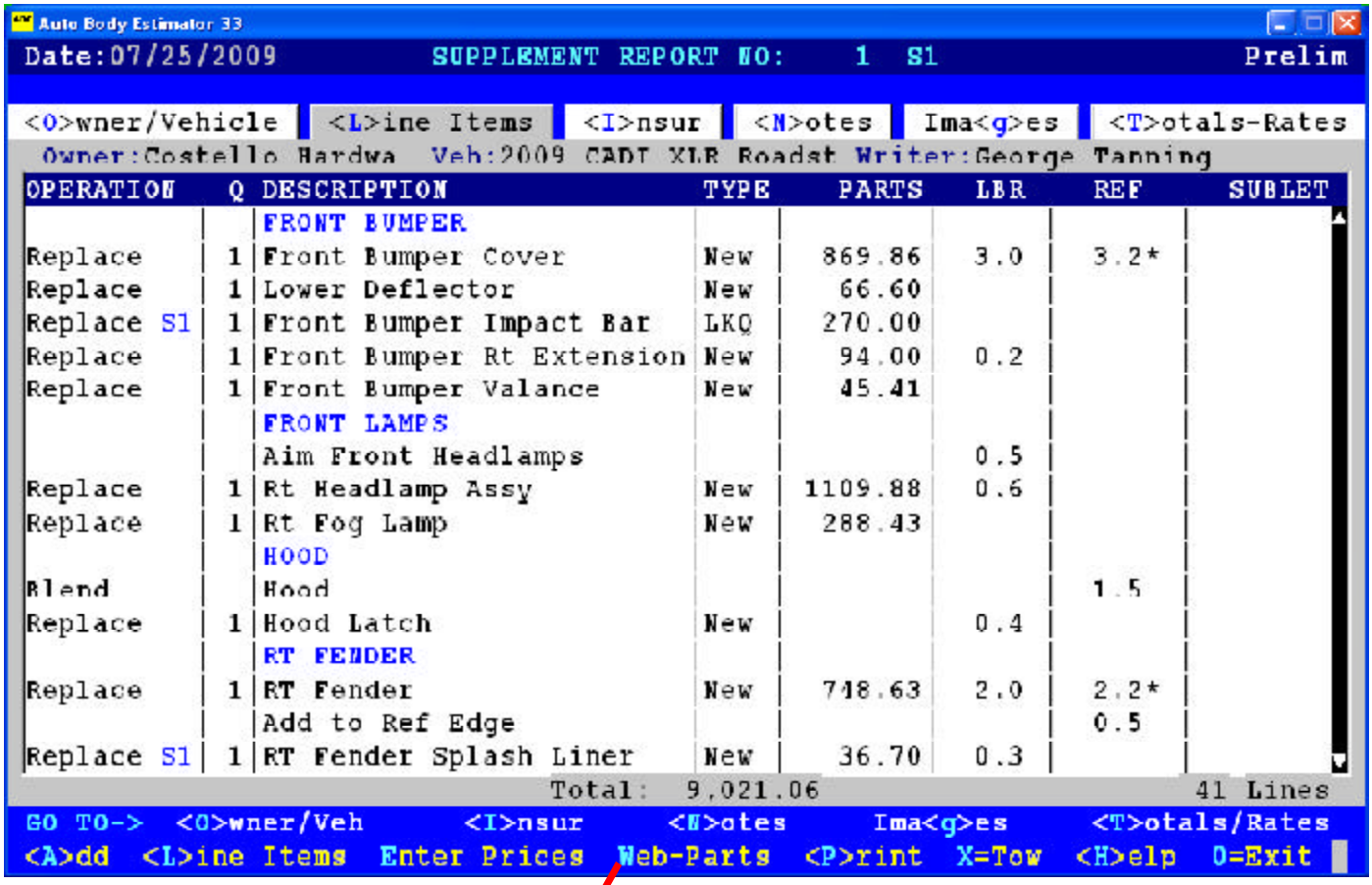
<u>NOTE</u>: When you are finished entering line items, press the Escape Key to close the Parts Window - then press the Escape Key again to close the Parts Group Window.

Get Ready To Link To WebParts

2) Now Link To a Parts Catalog With WebParts!

Press the W Key

After all Line Items are Entered. No Press the "W" Key for Web-Parts pricing and parts illustrations.

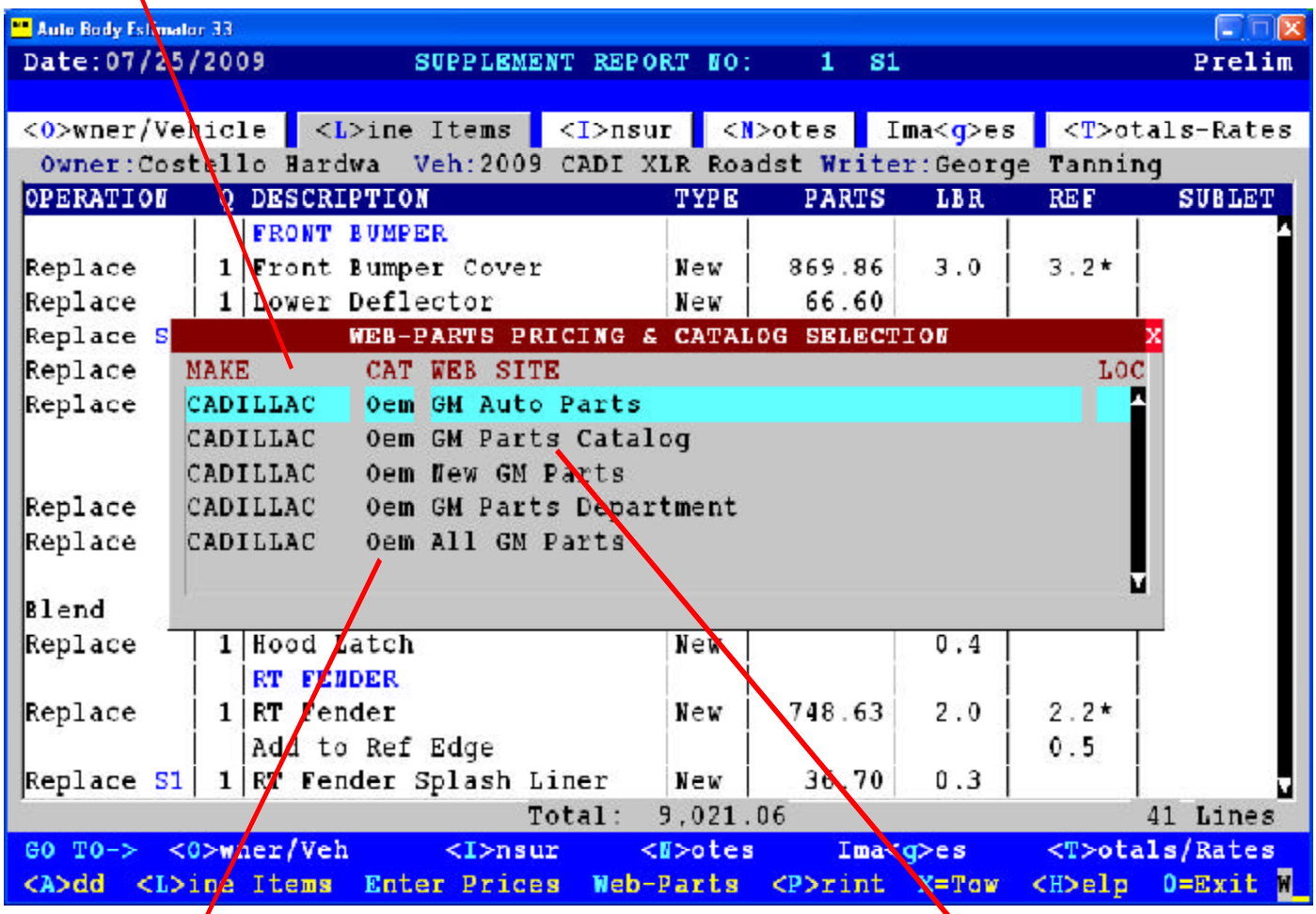

Auto Body Estimator 33
Date:07/25/2009 SUPPLEMENT REPORT NO: 1 S1 Prelim
<O>wner/Vehicle <L>ine Items <I>nsur <N>otes Ima<g>es <T>otals-Rates
Owner:Costello Hardwa Veh:2009 CADI XLR Roadst Writer:George Tanning
OPERATION Q DESCRIPTION TYPE PARTS LBR REF SUBLET
FRONT BUMPER
Replace 1 Front Bumper Cover New 869.86 3.0 3.2*
Replace 1 Lower Deflector New 66.60
Replace S1 1 Front Bumper Impact Bar LKQ 270.00
Replace 1 Front Bumper Rt Extension New 94.00 0.2
Replace 1 Front Bumper Valance New 45.41
FRONT LAMPS
Aim Front Headlamps 0.5
Replace 1 Rt Headlamp Assy New 1109.88 0.6
Replace 1 Rt Fog Lamp New 288.43
HOOD
Blend Hood 1.5
Replace 1 Hood Latch New 0.4
RT FENDER
Replace 1 RT Fender New 748.63 2.0 2.2*
Add to Ref Edge 0.5
Replace S1 1 RT Fender Splash Liner New 36.70 0.3
Total: 9,021.06 41 Lines
GO TO-> <O>wner/Veh <I>nsur <N>otes Ima<g>es <T>otals/Rates
<A>dd <L>ine Items Enter Prices Web-Parts <P>rint X=Tow <H>elp O=Exit

After Adding Line Items, Press the "W" Key (Web-Parts) To Lookup Prices and View Illustrations.

Select Choice of Parts Catalog

3) Use Your Mouse or Up/Down Arrow Keys.

After Pressing the "W" Key, a PopUp Window Appears Showing a List of Online Parts Catalogs to Link To. Use your mouse or the Up/Down Arrow Keys to navigate to your selection choice.


Date:07/25/2009 SUPPLEMENT REPORT NO: 1 S1 Prelim
<O>wner/Vehicle <L>ine Items <I>nsur <N>otes Ima<g>es <T>otals-Rates
Owner:Costello Hardwa Veh:2009 CADI XLR Roadst Writer:George Tanning
OPERATION Q DESCRIPTION TYPE PARTS LBR REF SUBLET
FRONT BUMPER
Replace 1 Front Bumper Cover New 869.86 3.0 3.2*
Replace 1 Lower Deflector New 66.60
WEB-PARTS PRICING & CATALOG SELECTION
MAKE CAT WEB SITE LOC
CADILLAC Oem GM Auto Parts
CADILLAC Oem GM Parts Catalog
CADILLAC Oem New GM Parts
CADILLAC Oem GM Parts Department
CADILLAC Oem All GM Parts
Blend
Replace 1 Hood Latch New 0.4
RT FENDER
Replace 1 RT Fender New 748.63 2.0 2.2*
Add to Ref Edge 0.5
Replace S1 1 RT Fender Splash Liner New 36.70 0.3
Total: 9,021.06 41 Lines
GO TO-> <O>wner/Veh <I>nsur <N>otes Ima<g>es <T>otals/Rates
<A>dd <L>ine Items Enter Prices Web-Parts <P>rint X=Tow <H>elp 0=Exit

Name of Web Site

CATEGORY CODES:

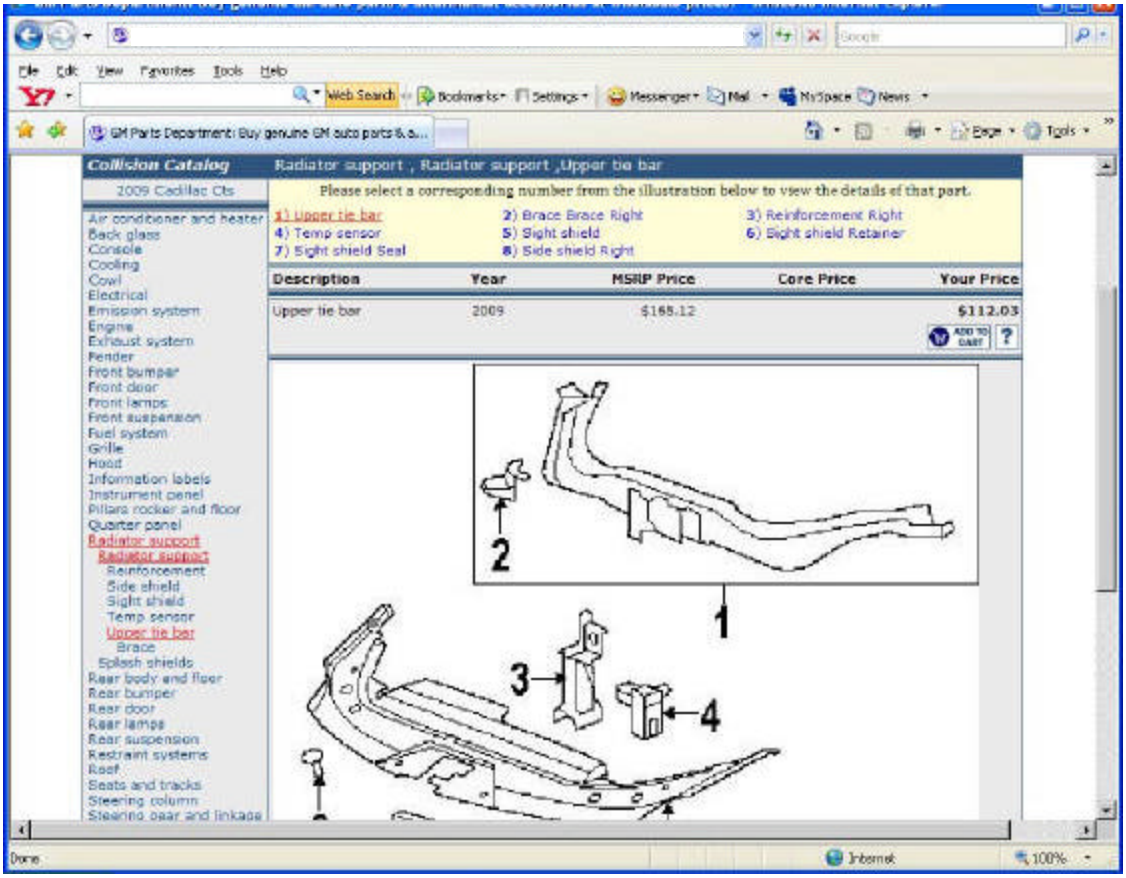
Oem = Original Equipment Manufacturer (New Factory Parts)
Alt = Alternative New Parts or Aftermarket New Parts (Non Oem)
LKQ = Like Kind & Quality (Used or Salvaged or Recycled)

Get Part Prices & Illustrations

4) Lookup The Part Prices You Need!

After Entering the Year Make and Model into the Online Parts Catalog, you will see a Parts Group Listing on the Left Side of the screen. Use your mouse to select the group you are looking for and Double Click it. Then Click on the parts you need and you will see the suggested list price.

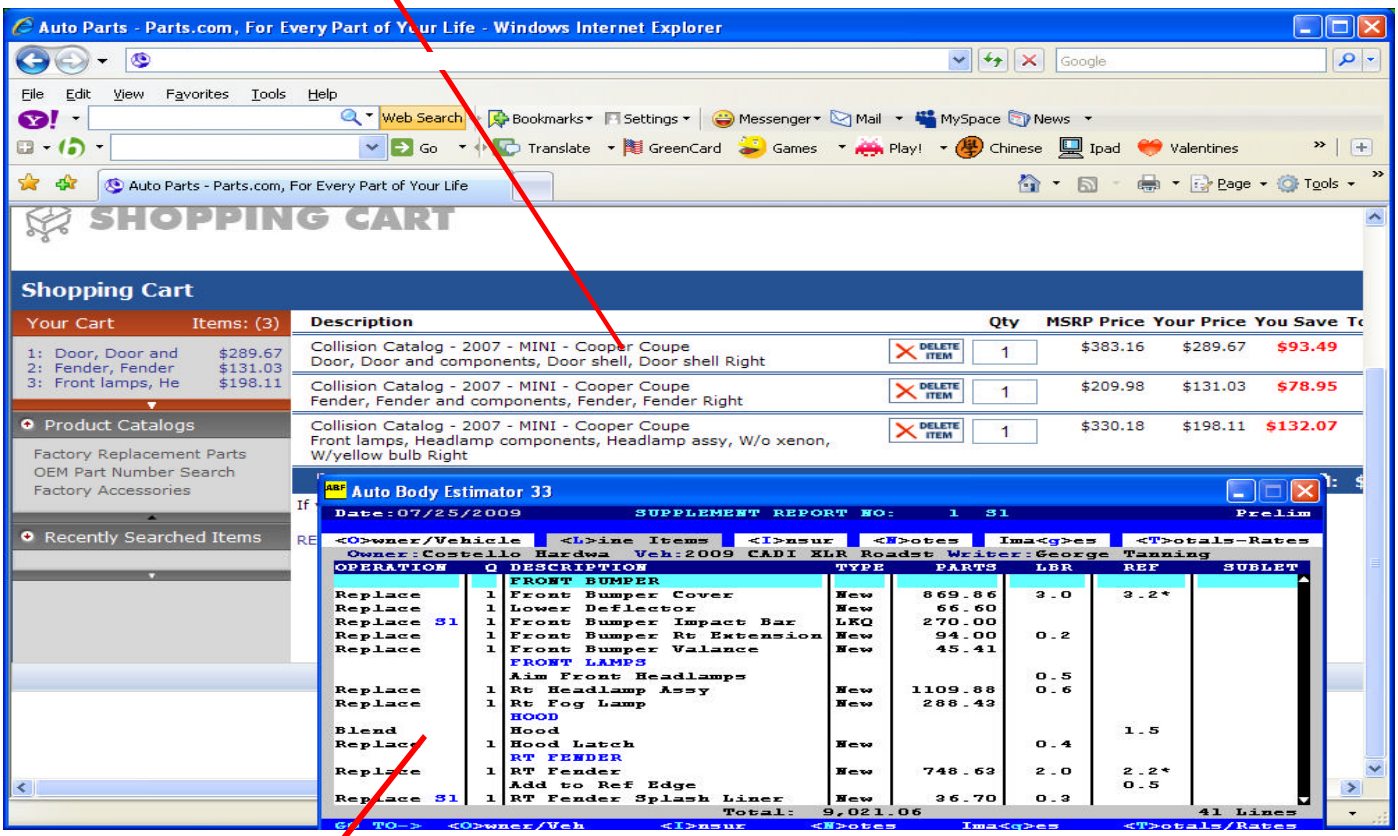
Save the Items in the Shopping Cart. And If You Want, You Can Order From The Online Parts Catalog.



Copy Parts Prices From Shopping Cart

5) Copy The Part Prices from the Shopping Cart.

Shopping Cart Contents you have selected for current prices. Type the prices from your Shopping Cart right into the Line Item Records below:


Auto Parts - Parts.com, For Every Part of Your Life - Windows Internet Explorer
SHOPPING CART
Shopping Cart
Your Cart Items: (3)
1: Door, Door and $289.67
2: Fender, Fender $131.03
3: Front lamps, He $198.11
Product Catalogs
Factory Replacement Parts
OEM Part Number Search
Factory Accessories
Recently Searched Items
Description Qty MSRP Price Your Price You Save
Collision Catalog - 2007 - MINI - Cooper Coupe
Door, Door and components, Door shell, Door shell Right
$383.16 $289.67 $93.49
Collision Catalog - 2007 - MINI - Cooper Coupe
Fender, Fender and components, Fender, Fender Right
$209.98 $131.03 $78.95
Collision Catalog - 2007 - MINI - Cooper Coupe
Front lamps, Headlamp components, Headlamp assy, W/o xenon, W/yellow bulb Right
$330.18 $198.11 $132.07
Auto Body Estimator 33
Date:07/25/2009 SUPPLEMENT REPORT NO: 1 S1 Prelim
Owner:Costello Hardwa Veh:2009 CADI XLR Roadst Writer:George Tanning
OPERATION Q DESCRIPTION TYPE PARTS LBR REF SUBLET
FRONT BUMPER
Replace 1 Front Bumper Cover New 869.86 3.0 3.2*
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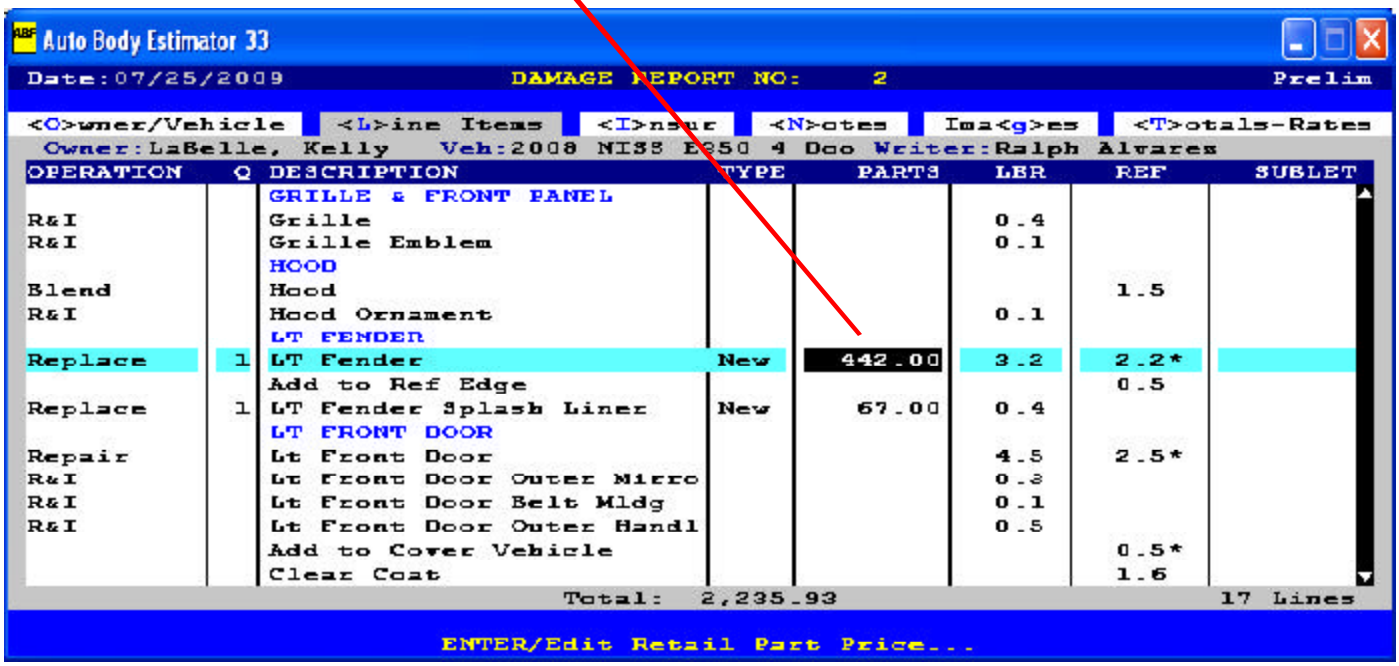
RT FENDER
Replace 1 RT Fender New 748.63 2.0 2.2*
Add to Ref Edge 0.5
Replace S1 1 RT Fender Splash Liner New 36.70 0.3
Total: 9,021.06 41 Lines

The Auto Body Estimator Line Items Window is Down-sized and ready to Enter Part Prices. You can move this window or Hide it until you need it.

Part Price Entry Into Line Items

6) Enter The Prices Into Your Estimate!

Now enter the part prices from your printed Cart List into the Line Items. You're done!



7) It's Just That simple! Now Close the Internet Connection.

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